



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

EXECUTIVE BOARD MEETING Minutes

Thursday, May 2nd, 2019, 1200-1300

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

1. Approval of May Minutes – Distributed to the board on 5/13/2019
2. Calendar Review
 - a. May Elections
 - i. Ballot attached to meeting invite.
 - ii. Vacant Service Secretaries
 1. DoD
 2. Army
 3. USMC
 4. Coast Guard
 5. Monique – Has found a replacement, will need name to be added to the ballot.
 - iii. Vacant Committee Members
 1. Scholarship - ?
 - a. Scholarship program will remain. Need to coordinate with Treasurer for next term to ensure a budget is applied appropriately.
 - iv. Ms. Kuhfahl will take over for Ms. Veit as Competition Chair
3. EB Updates
 - a. Scholarships – Are we shutting down the program?
 - i. Deb - Continue program continuing with existing w/Civilian and Military members.
 - ii. Terry – Good recruiting tool, need to publicize more.
 - iii. Look into this and validate the model. Maybe one or two people on the board to spearhead.
 - iv. A little late for this year, will look to reengage next year.

Budget

4. Treasurer's Report (*LTC Handy*)
 - a. Paid accounting firm for Audit and Tax Prep ~\$1K under budget
 - b. Reimbursement to National for misrouted check \$24K
 - i. \$42K

- ii. Financials do not reflect the outstanding expense for the RRB for the balance for the regional PDI. Deb provided the approved invoice to Todd for payment and Pets for Vets contribution. Will reduce corpus by ~\$106K. Will hand off about \$50K to chapter.

Committee Information and Reminders

5. Training and Education

- a. Training (*Ms. Placek*)
- b. FY 2020 Training and Education Budget Request is \$24,800 for eight mini-courses (2) classes each
 - i. Advanced Leadership Skills and Techniques – very popular. Level 3 course and has a high demand.
 - ii. Budgeting and Accounting: Making the Connection
 - iii. Internal Controls-Meeting Federal Requirements and Accountability
 - iv. Advanced Leadership Skills and Techniques
- c. Provided 2 photos to armed forces comptroller from training invites to be published in the journal. The chapter can do better in providing photos of our events.
 - i. Recommendation to send some regional PDI photos to the magazine. Need to be routed to Headquarters. **Action item:** Deb will send to Terry. May need names of individuals if there are lots of pictures with specific people in them.

6. Awards

- a. 6 Individual and 2 Teams
 - i. Air Force (3)
 - ii. Coast Guard (3)
 - iii. Navy (2)
- b. Mr. John Writer who works on the NCR PDI Award Committee has been given 20 ASMC Coins for next year's NCR PDI to use for the Coast Guard.
- c. Ms. Rita Finney is the winner of the 2018 Washington Chapter Distinguished Service Award. I am waiting for her confirmation on attending the June luncheon and whether she will be bringing a guest.
 - i. Still TBD if Rita will be available to receive award.
 - ii. If unavailable push off a month. Alternatively, if there is a time when she is here a small group of us could get together if the board amenable to that.
- d. I am making arrangement to give Jennifer Miller next year's ASMC coins for our monthly luncheon speakers before the May luncheon.
- e. I need to know which Executive Board positions will be vacated this year.

7. Corporate Update (*Ms. Delmar*)

- a. Annual golf tournament – 7/17/2019
 - i. At Fort Belvoir.
 - ii. Start publicizing event. Need to check on Flyer. Need more government people to participate.

- iii. Has registration opened? **Action Item:** Deb will work with Wayne to get the linked established.
 - b. SOP for Webmaster posting to website
 - i. Need to put in place a process for editing and quality control on what gets posted.
 - ii. Kuhfahl – **Action Item:** Draft one page SOP and get with Wayne. Establish a checkpoint. Process needs improvement, as there have been several instances this year where incorrect information was posted.
 - c. Regional PDI final accounting will be done in June.
8. Newsletter (*Mr. Monson*)
- a. Due by April 30th
 - i. President's Message – Reminder submitted
 - ii. Past luncheon/meeting write up – Air Force - Received
 - iii. Upcoming training classes – Ms. Placek
 - iv. Community Events – Mr. Norris - Received
 - v. Thanks for the inputs already received. Someone put together something for the NCR PDI. Already got a summary article for the PDI from Jennifer. Looking for a thank you letter for the corporate sponsors. Something to fit on one page, corporate sponsors, committee, and volunteers
9. Community Service
- a. DC Central Kitchen - 6/13/2019
 - i. 10-12 volunteers
 - ii. Flyer attached to meeting invite.
 - iii. Was approved during the last meeting. Have had a hard time getting people to volunteer. Requesting board members to distribute.
10. Vice President Reports
- a. Army – May have to get a different speaker for the luncheon the 16th. Discussion on Asst Secretary. Need to get her to say yes.
 - b. Navy – N/A
 - c. USMC – nothing to report
 - d. Air Force – nothing to report, still waiting for Ms. Gleason's summary? What was received is fine.
 - e. DoD – nothing to report
 - f. USCG
 - g. Saved rounds – Millie – Confirmed we will be bringing in the new chapter members, no speaker, and award for Ms. Finney is TBD.

Attendance:

Executive Board		Committees				
	Robin Farley	President	Dick Reed	T&E	CDFM	
X	Leslie Ferguson	President - Elect	Wendy Pouliot	T&E	Awards/Essay Chair	
X	Raquel Kuhfahl	Secretary	Vacant	T&E	Scholarship Chair	
X	Sharri Ritter	Secretary - Elect	X	Milford E. Thompson	T&E	Luncheon
	LTC Todd Handy	Treasurer	X	Jennifer Miller	T&E	Luncheon Host Liaison
X	Steven Birk	DOD VP	X	Terry Placek	T&E	Training & Education
	Vacant	DOD Asst Sec		Beverly Veit	O&P	Competition
X	Nicole McClenic	Army VP	X	Jeff Norris	O&P	Community Service
	Dai Nguyen	Army Asst Sec	X	Dan Olden	O&P	Membership
	Jane Roberts	Navy VP		Rocky Wilber	O&P	Photographer
	Veronica Trent-Walton	Navy Asst Sec	X	Michael Monson	O&P	Newsletter Managing Editor
	Jonathan R Newell	USMC VP		Wayne Whiten	O&P	Webmaster
X	Astrid Diaz	USMC Asst Sec		David Zavada	Audit	Audit Chair
	Benjamin J Yarish	USAF BP				
X	Monique Anneker	USAF Asst Sec				
	LT Mark Sanchez	USCG VP				
	Stella Whitsell	USCG Asst Sec				
X	Debra Del Mar	Corporate/Retired VP/PDI				
	Rita Finney	Corporate/Retired Asst Sec				

11. Meeting adjourned at 12:26 PM