



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

**EXECUTIVE BOARD (EB) MEETING MINUTES**  
**Thursday, 4 February 2016, 1100-1100**

1. Approval of January Minutes-Terry noted her name was misspelled, and G.Schmid made update.
2. Committees
  - a. Outreach and Publicity
    - i. Early Careerist Events- Upcoming (Sine Irish Pub- 25<sup>th</sup> February)- Noted the event will be highlighted in the February Newsletter and announced at the Jan/February Luncheons. Dan noted there will be nametags available at the event.
  - b. Training and Education Committee
    - i. Management Concepts-(Registrations for February 18<sup>th</sup> Course)- Tomorrow is suspense for registrants (20-25 people expected in each course.) Had Flyers at the luncheon. January CPEs were provided at the January Luncheon. We noted each luncheon is one CPE.
    - ii. Only 12 members filled in the FM Connect survey.
    - iii. Non Members Attendance- They would need to renew their membership or become members. Maybe a one-time shot. Someone would need to draft language on ad hoc non-members adds.
  - c. Community Service –
    - i. Regional PDI Food Drive (All set for volunteers.)
    - ii. Spring Activities- DC Central Kitchen.
3. Treasurer
  - a. December Reports- Approved
    - i. Profit and Loss
    - ii. Balance Sheet
  - b. Montgomery University check - Max Anderson – Resending the Check.
  - c. New due date for Form 990 has been extended to 2/15/2016. Need to know when we need to have the form and the audit files ready for the Chapter (Gold Star) – Awaiting finalization information. David would like to meet the auditor once selected for next year.
  - d. Deb Delmar reimbursement - \$250.00 –Received, waiting to see it cashed.
  - e. Holiday Social Invoice – Paid
  - f. Deposit for the Reagan Center \$44,700 has been made.
4. New Business
  - a. Monthly Newsletter- Proposed February Schedule. We noted we would need photos from the Happy Hour and MC Classes for the March newsletter.
  - b. Official Functions of the Chapter's Board members and Committee Chairpersons- Document Update is still very much in process. We casually noted the 4 committees, Vee's 5 Star role, and the President Elect's roll are missing. .
  - c. 5 Star Criteria-
    - i. Annual Audit – within 90 days of new officers' election
    - ii. Meetings and Newsletter information - submitted latest April 10

- d. Welcome Janice Hill! Scholarship Chair
- e. Regional PDI
  - i. 1,100 signed up- 1,500 max
  - ii. Wayne has done a great job with registrants.
  - iii. 85% of the program is set
  - iv. Need Volunteers- the day of and the day before.
  - v. Deb needs to meet with Gretchen to confirm agenda and set up the President's welcome.
- f. Millie needs to meet with Gretchen for the Hotel contract.
- g. –Business cards Draft Remove “Designate” on Secretary Line and update with personal email addresses.
- h. National is still looking for Judges (SES- GS 15s)

5. Vice President Reports and Write Ups-

- a. DoD (Cynthia Curry/ Hannah Francis)
- b. USMC (Sylvia Chapman/ Jonathan Newell)
- c. ARMY (Cynthia Crippen-Black/ Dionne Bailey)
- d. NAVY (Robin Farley/ Veronica Trent-Walton)
- e. Air Force (Benjamin Yarish/ Michael Harvey)
- f. Corporate (Deb Delmar/ Rita Finney)
- g.** USCG (Mark Sanchez/ Andy Younkle)

**Attendance:**

(X - in person / T- by telecon)

Executive Board			Committees		
				Ms. Rita Finney	Corporate/Ret Asst Sec
X	Ms. Gretchen Anderson	President	T	Mr. David Zavada	Audit
T	Mr. Mats Persson	President Elect		Ms. Wendy Pouliot	T&E
	Ms. Ginger Schmid	Secretary		Mr. Edson Barbosa	T&E
T	Ms. Raquel Kuhfahl	Treasurer	T	Mr. Jeff Norris	O&P
	Ms. Cynthia Curry	DoD VP		Ms. Veniceza Critton	O&P
	Ms. Hannah Francis	DoD Asst Sec	T	Ms. Millie Thompson	T&E
T	Ms. Cynthia Crippen-Black	Army VP	T	Mr. Dan Olden	O&P
	Ms. Dionne Bailey	Army Asst Sec	T	Ms. Deb Delmar	PDI
	Mr. Robin Farley	Navy VP		Mr. Ramni Abdul-Jalaal	PDI
	Ms. Veronica Trent-Walton	Navy Asst Sec		Mr. Rocky Wilber	O&P
	Ms. Sylvia Chapman	USMC VP		Mr. Mo Kohistani	O&P
	Mr. Jonathan Newell	USMC Asst Sec	T	Vacant- Scholarships	T&E
	Mr. Benjamin Yarish	USAF VP	T	Ms. Terri Placek	T&E
	Major. Michael J Harvey	USAF Asst Sec		Mr. Wayne Whiten	O&P
T	LT Mark Sanchez	USCG VP	X	Janice Hill	Scholarships Chair
	LT Andy Youngle	USCG Asst Sec			
T	Ms. Deb Delmar	Corporate/Retired VP			