



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

**EXECUTIVE BOARD MEETING MINUTES**

**Thursday, February 6<sup>th</sup>, 2020, 1200-1300**

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

1. President Remarks – Ms. Ferguson wanted you to be aware of the Elsie Steffany Memorial Scholarship Award that was established to memorialize her service. She passed away as a result of a tragic accident during the 2018 National PDI. This scholarship was approved by the National ASMC Board and will be presented annually at the National PDI. Nominations are due to the chapter by 29 February 2020 and only one nomination may be submitted to ASMC HQ. Mr. Whiten will put something together to announce this new scholarship.
2. Approval of December Minutes – Distributed updated minutes to the board on 1/30/2020  
 Motion to approve – Ms. Placek  
 Motion to second – Mr. Monson

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

- a. Next luncheon is 20 February. Speaker is Rear Admiral Thomas Allan, Assistant Commandant for Resources and Chief Financial Officer for the U.S. Coast Guard.
- b. Luncheon/Holiday Social Calendar

	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Past Luncheon Recap	USMC	USCG		DoD	Army
Luncheon Sponsor/Host	USCG	NCR PDI	DoD	Army	Navy
Speakers	RADM Thomas Allan Resources/CFO	NCR PDI	Mr. Stephen R. Herrera, ASAF(FM&C)		Elections

- c. Need to identify speaker for the last luncheon of this year in May. Please let me know if you need help identifying a speaker.
  - i. COL Pettit is trying to get Mr. Constable and will have an answer this week.
  - ii. Ms. Thompson reminded the luncheon hosts to provide advance notice if a/v is required. Recommended encouraging the speaker to use handouts instead of a/v.

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

- a. President approved position
  - i. Treasurer – Capt Alexander (Zander) Newcome, USAF
  - ii. Air Force Vice President – Ms. Natalie Osgood
- b. Executive Board vacancies
  - i. DoD Assistant Secretary
  - ii. USCG Assistant Secretary
- c. Committee vacancies
  - i. None

## **Budget**

### 5. Treasurer's Report (*COL Handy*)

- a. JAN 2020 Budget Highlights:
  - i. Received \$85.7K in revenue for Mini-PDI (\$27K in Registration + \$58.7K in Corporate Sponsors).
  - ii. Paid 2<sup>nd</sup> deposit (\$33K) to Reagan ITC, Mini-PDI venue. The 1<sup>st</sup> deposit was paid in 2019 and the 3<sup>rd</sup> payment is reconciling the bill to be paid.
  - iii. Paid \$8.3K to auditors for preparation and audit of FY19 Financial Statements and 2018 Taxes.
- b. Chapter Treasurer Continuity Book being drafted for historical purposes.
  - i. Attached Word Document ("ASMC - DC Chapter - Treasurer Duties v5") provided for review and input. Please use tracked changes and return NLT EOM FEB 2020 if anyone has feedback.
  - ii. Attached .pdf ("ASMC - DC Chapter - Treasurer - DRAFT") is draft of what finished product will look like.
- c. Treasurer Transition:
  - i. Capt Alexander Newcome (USAF) has been selected to be the next treasurer.
  - ii. Intent is to fully transition Capt Newcome NLT 31 MAY 2020.
  - iii. Primary action is to add Capt Newcome to the bank accounts and remove COL Handy. It was noted that previous transitions caused the accounts to be shut down for 30 days. COL Handy will continue to use his credit card while Capt Newcome is applying for his credit card.

### 6. Audit (*Mr. Zavada*)

- a. Nothing to report

## **Committee Information and Reminders**

### 7. Training and Education

#### a. Training (*Ms. Placek*)

Registration is open for two free mini-courses for our chapter members:

- i. Budgeting and Accounting: Making the Connection—February 6, 2020
  - a. Morning session only: 8:30-11:30 am. Expecting 20 participants, but there were some last minute cancellations.
- 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. Does the board want to remain at the Westin Hotel? Would like to sign contracts for the rest of the year.
- ii. COL Handy recommend to stay with Westin based on the analysis Dr. Miller provided 2 years' ago.

Motion to approve – Ms. Placek

Motion to second – COL Handy

#### c. Scholarship (*Mr. Beckles*)

- i. Nothing to report

d. Awards (*Mr. Writer*)

- i. Deadline for submissions was extended to 14 February. Next week he will shop for plaques. Is there a budget for the awards?
- ii. COL Handy stated that \$1,000 was budgeted for based on an extrapolation of historical costs. Please send invoices to him and he will pay for the plaques with the chapter credit card.

8. Outreach and Publicity

a. Competition (*Ms. Kuhfahl*)

- i. Nothing to report

b. Community Service (*Mr. Norris*)

- i. Recent Community Service Events
  1. DC Kitchen – January 28, 2020 – the volunteers enjoyed the event and we are preparing a summary to include on website and in newsletter
- ii. Upcoming Community Service Events
  2. Food drive – March 12, 2019 – NCR PDI

c. Newsletter (*Mr. Monson*)

- i. Chapter newsletter inputs for the March edition are due by 28 Feb, including the following:
  1. President's message
  2. FM related article – USCG to provide – 500-1000 words, he is willing to assist
  3. CDFMs
  4. Training/Education
  5. Chapter news
  6. Community events
  7. January luncheon meeting recap/summary – USMC to provide – can be bullets or paragraphs
  8. February luncheon meeting recap/summary – USCG to provide

d. Website (*Mr. Whiten*)

- i. Ms. Delmar - We need a volunteer from the EB to review website content and validate/update for Mr. Whiten. We were made aware that the membership info was dated. Mr. Olden has already updated it. There are probably other sections would benefit from a thorough review.
- ii. Always notify Mr. Whiten of anything that needs to be updated on the website.
- iii. Copyright issue – Mr. Whiten is still researching the individual who has been sending the correspondence about the picture on the Chapter website. This guy has not provided any evidence that he owns the copyright of the photo. So far, everything points that this guy is a crook.
  1. Question: What is an official DoD website to use as a source of pictures?
  2. Ms. Thompson stated if someone is in a public environment their image can be used. The Library of Congress and Digimark can tell if there is a copyright on a photo. If there is a copyright, we would have to pay the photographer to use the photo, not the copyright owner. Ms. Thompson

agreed to assist in verifying the validity of the claim with Digimark.  
Recommends we go to Counsel.

3. Supported placing a statement on the website that by you attending your give permission to use photos with your image which would relieve liability of the Chapter.
4. Bottom-line is who really owns the copyright?
5. What do we do about the pictures on the website? Should he remove all picture from the website and look for photos from an 'official' website?
6. National ASMC has not had to deal with this issue before. Legal will not touch this issue. Have been advised that unless we receive something official from the court, this person will go away. This person is from Canada, so trying to enforce U.S. law from another country is sketchy.
7. Recommend status quo until we get something more definitive from either a U.S. based attorney or court.

Motion – Mr. Whiten

Second – Ms. Placek

e. Membership (Mr. Olden)

- i. In order to make the EB aware of our membership numbers, the "Membership Report" will be provided on a monthly basis. This was a document we used previously for distribution with our Monthly materials and we have gotten away from.
- i. National doesn't have an Early Careerist program. We should look into creating a category for tracking purposes.
- ii. COL Handy agreed that it is a good idea to track membership data on a periodic basis. Visibility of this type of data will assist in making decisions in the future.
- iii. Ms. Placek recommended this data be provided monthly for the next 6 months to get a feel of the trends. Then we can reconsider the frequency.
- iv. The Service Board members can always request membership data and lists at any time.

f. Holiday Social (*Ms. Delmar*)

- i. Deposit has been paid and the contract has been signed for the 2020 Holiday Social at ANCC. She will sent paperwork to Todd for reimbursement.

9. Corporate Update (*Ms. Delmar*)

- a. NCR PDI status – Everything is going well. Currently about 1,200 registered. Will shut down registration at 1600. Pushing for corporate attendees which will assist with revenue. The program is shaping up to be excellent. Mr. Norquist had to decline being the key note speaker. Working to find a new key note speaker. Extended thanks to the EB for pushing the event and for volunteering.
- b. Early Careerist update – There will be a separate table, speed mentoring, and social hour at the NCR PDI. A survey will be issued next week to get feedback from the EC. Requesting information from National based on birth dates. Will be working to refine the definition.
  - i. Requesting \$750 for a social hour after the speed mentoring. COL Handy stated the budget shows a surplus of \$5K to support this cost.

Motion to approve – Ms. Placek  
 Motion to second – COL Handy

10. Vice President Reports

- a. Army –
- b. Navy –
- c. USMC –
- d. Air Force –
- e. DoD –
- f. USCG –

**Attendance:**

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

\* Service Secretary moved to vacant VP role