



**AMERICAN SOCIETY OF MILITARY COMPTROLLERS**  
**ASMC Washington Chapter: P.O. Box 16237, Arlington, VA 22215**  
**Web Page: [www.Washington-ASMC.org](http://www.Washington-ASMC.org)**

***MINI-EXECUTIVE BOARD MEETING***  
**Pentagon Room 3C353**  
**Friday, May 12, 2017**

**ATTENDEES:**

Ms. Krystyna Kolesar, President Elect	Ms. Cynthia Cooks, Army VP
Mr. Robin Farley, 2018-2019 President Elect	Mr. Benjamin Yarish, Air Force VP
Ms. Debra Delmar, Corporate VP	Mr. Steve Birk, Treasurer
Mr. Jonathan Newell, Marine Corp VP	LTC Todd Handy, Presenter
Ms. Astrid Diaz, Marine Corp Ass't Sec	

**PROCEEDINGS:**

- Meeting called to order at 12:09pm by President Elect, Krystyna Kolesar
- Meeting deemed informational -- a brainstorming session

**ASMC Chapter Event Overview:**

LTC Handy presented an analysis of the Washington Chapter financial and event attendance statistics. The presentation highlighted the key events sustaining the chapter, as well as, outlined the net gain or loss for each chapter event (based on last 3 years of data). Each event was discussed.

**EVENTS WITH NET PROFIT GAINS**

- ASMC NCR Regional PDI – Identified as the crown jewel of the chapter. The return on this investment is priceless. Leading source of revenue for the chapter.
- Golf Tournament – Successful chapter event. Another great source of chapter revenue.
- Membership Dues – Successfully brought in \$35k, \$17k over expectation

**EVENTS WITH NET PROFIT LOSSES**

- Professional Development Training – Training has been costly for the chapter and does not appear to be used by chapter members. How can we better serve our membership in this area?
  - Are we limited to a Single Source Provider?
  - Why is Management Concepts the sole source for providing ASMC training?
  - Can we explore other training options for ASMC Washington Chapter members?
- Monthly Luncheons – Attendance has declined and the chapter absorbs a net profit loss for this event. Ideal number of attendees to generate the least amount of profit loss is 60-61.
  - The benefit of the chapter luncheons to the corporate attendees is the face-to-face networking and personal interaction
  - Continuing Education Training credit is the greatest benefit to the chapter members
- Holiday Social – Another event that causes a net loss for the chapter.
  - Thoughts;
    - Is this event worth the expense?
    - Is this the right time of year for this event?

- Is there a better time of year to host this event that would benefit the membership? Consider surveying membership:
  - Happy New Year Party (Sept/Oct after year end)
  - Holiday Picnic or Barbecue (Jun/Jul timeframe)

The chapter representatives agreed that some events will be liabilities to the chapter and the liability may be worth the return on the investment. These decisions will require more dialogue.

### **Shaping the Chapters Future:**

Discussion highlighted the importance of the Chapter Board Members in securing the future of the chapter. Focus directed to increasing membership and better serve the existing membership.

- What do we want to target our efforts on and money toward that will shape ASMC in the future?
- Could we create a focus group to work on assessing the current practices and generate new ideas?
- What should our cash balance be?
- What is normal for the Washington Chapter?
- What are the Chapter liabilities?
  - Do we need cancelation insurance for our events

### **Improve Communication:**

#### COMMUNICATION METHODS

- Website – A viable expense for the chapter
  - Can we host a small space on National's site?
- E-mail Communication – Reputable server required to improve e-mail communication across government servers.

### **Treasury Position:**

- Standardize Processes – Institutionalize the treasury process.
  - Identify internal controls
  - Establish transparency
  - Establish a Standard Operating Procedure for the function

**Additional Items:** None

**Adjournment:** 1:14pm