



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

EXECUTIVE BOARD MEETING MINUTES

Thursday, June 8, 2017, 1200-1300 (*participants in italics*)

Call-in: 571-372-4600 Participant Pass Code: 76225#

1. Approval of May Minutes – approved
2. Review Calendar for 2016/2017 term – no additions to calendar
3. Treasurer’s Report – (*Mr. Birk*)
 - a. Cash balance remained relatively stable (~ \$5K increase), primarily due to:
 - i. Cash collection for the FY18 Golf Tournament beginning (\$1K net);
 - ii. Erroneous KPMG EFT deposition of \$4,080 (Ms Finney is researching this deposit);
 - iii. We are winding down the FY with last bills being disbursed, which are not material; slight increase in the year-end cash balance is projected since GT revenue will continue to be deposited in June.
 - b. Request of all:
 - i. Last call for comments/changes to the FY18 budget, will be presented to Ms. Kolesar prior to July 1;
 - ii. (*Ms. Del Mar*) 2018 NCR PDI may have a minor increase above the FY18 budgeted amount.

Committees

4. Training & Education
 - a. CDFM and Other Certifications – (*Mr. Reed*) – (*via email*) nothing new to report.
 - b. Awards and Essays – (*Ms. Pouliet*) (*via email*)
 - i. A table is requested for awards/flowers display at the June luncheon;
 - ii. (*Ms. Del Mar*) At ASMC PDI National Awards, the Chapter was recognized for a number of awards (<http://www.asmonline.org/national-awards-program/2016-17-award-winners/chapter-award-winners/>):
 1. A-1 Category
 2. 5-Star Award
 3. Chapter Corporate Member of the Year – KPMG – also National Corporate Member of the Year;
 4. Community Service;
 5. Membership Growth;
 6. Mr. Kyle Brown, Recruiter of the Year Award.
 - c. Scholarship – (*Ms. McClain*)
 - i. Will begin communications early for next year’s submissions. New timeline for scholarship processes:
 1. June - August: Communicate the scholarship application timeline in the Fall (via newsletter, Facebook, Website, monthly email blasts, and flyer at monthly luncheons);
 2. September - November: Continue to communicate Scholarship program and application timeframe due at the end of November;
 3. December - January: Select winners;
 4. February- Announce winners;

5. March- Present Scholarship awards at NCR PDI to increase visibility and facilitate participation for National scholarships.
 - d. Luncheon – (Ms. Thompson)
 - i. Luncheon Schedule
 1. 15 June – Induction of Officer/Scholarship Awards (VIP table needed);
 - a. Oath of office for new officers and existing officers continuing in service another year – all EB members are requested to attend;
 2. July – no luncheon;
 3. 24 Aug – **Need speaker (DoD)**;
 4. Need 2017-2018 dates verified in order to identify speakers as early as possible.
 - ii. Corporate tables to aid budget update – (Ms. Del Mar) Tabled to permit planning to incorporate proposed changes for next year;
 - iii. Luncheon Liaison – (Dr. Miller) Functional Statement updated with liaison responsibilities; input requested if needed.
 - iiii. CPE certificates distribution to luncheon attendees – (Dr. Miller/Mr. Whiten) Tabled until new Chapter administration reviews issue.
 - e. Training – (Ms. Placek)
 - i. Met with Management Concept, Inc. (MCI) to discuss training options for next year:
 1. Two classes on the same topic held in one day costs \$6,200;
 2. Two classes on different topics same day costs \$4,200 each;
 3. Six classes using first option costs \$18,600 (savings of \$6.6K) vs. using second option that costs \$25,200;
 4. Each class for up to 30 students;
 5. MCI ID'd potential dates beginning 10 Aug;
 6. FY18 budget approval required to proceed.
5. NCR PDI – (Ms. Del Mar)
 - a. FY 2018 NCR PDI – negotiating date for Reagan Bldg (plan for second Thurs in Mar 2018); working with Mr. Olden to negotiate possible costs increases; hoping to sign contract soon.
 6. Outreach and Publicity
 - a. Competition – (Ms. Critton)
 - i. 5-Star Award for the DC Chapter was A-1 status (highest possible).
 - b. Community Service – (Mr. Norris)
 - i. Plan of Events Update:
 1. 20 May – Honor Flight event, WWII Memorial –28 people attended; thanks for all the support; planned repeat next year (Spring 2018); Ms. Dow will provide report and photos.
 2. 19 July Golf Tournament at Ft. Belvoir:
 - a. Food drive for non-perishables scheduled;
 - b. Please publicize this with your service members as government golfers are highly desired;
 - c. Registration may be done online;
 - d. Both courses at Ft. Belvoir booked for us;
 - e. Volunteers are needed – report at 0600.
 3. For FY2017-2018, the committee's aim to allow for better publicity and turnout through better planning:

- a. 17 Sep – volunteers needed for USN/USMC Half Marathon (no cost) - EB approved but it was determined that no approval is needed for no-cost events, linkage to early careerists encouraged;
 - b. 9 Oct – Volunteers needed for Army 10-Miler (no cost);
 - c. Dec – Arlington National Cemetery wreath-laying/Jan clean-up (\$ for coffee/donuts);
 - d. Create list of no cost events (1 per month?) and publicize to EB and membership;
 - e. NCR PDI – Communicate community service events and/or display with pictures and dates at a table (*Mr. Birk*); add to website (*Ms. Del Mar*), include donations to charitable events;
 - f. Publicize all events via newsletter.
- c. Membership – (*Mr. Olden*)
- i. Early Careerist Activities: Identifying events for the coming year working with Early Careerists events coordinator; Mr. Kyle Brown, recognized by National ASMC at PDI for his work recruiting early careerists; 136 new members in Apr/May represent a 3% growth rate, a very positive trend;
 - ii. Analysis of membership by service components continues with June notifications sent soon to VPs regarding expired memberships;
 - iii. National ASMC flyer for membership benefits being updated and will be disseminated soon.
- d. Newsletter – (*Mr. Monson*) (*via email*)
- i. Next publication date 30 JUNE (due outs include president’s message, June luncheon recap, August speaker bio, featured FM article (Army), list of upcoming events, chapter news).
- e. Webmaster – (*Mr. Whiten*) Only 30 have signed up for June luncheon.
- f. Audit Committee – (*Mr. Zavada*) (*tabled*)

7. New Business

- a. (*Ms. Kolesar*) – Out-brief on brainstorming session for Chapter improvement – meeting was very useful with positive ideas raised; e.g., possibly forming task forces to address topics such as communications/outreach/website access.
 - i. Discussed these topics and others with Mr. Whiten and Mr. Birks, impressed with all the hard work that must be done to maintain the website and its accessibility for our members; to present options to address access to the EB once issues solidified; goal is to help simplify access for members and incorporate new technology to address all the issues impacting access;
 - ii. Wishes to recognize Mr. Birk’s great work as treasurer; volunteer found to document his processes for future treasurers, LTC Todd Handy; better understanding of what we’re doing and processes allows better focus of efforts to improve the organization;
 - iii. Looked at data on luncheon attendance and plan to improve communications to see if results improve;
 - iv. Developing a strategic calendar for the EB to make sure issues are addressed and our agenda is shaped to deal with them in advance, rather than ad hoc during EB meetings;
 - v. As folks think of issues, please feed them to new Executive Secretary, Cynthia Cooks, to help us;

- vi. Wishes to develop tiger teams to deal with certain issues (lunch attendance, membership opportunities, etc.); for example, data shows single figure attendance at many Chapter events that take time to prepare for and execute, so how can we best deal with this? We need to know what membership desires and then address how the Chapter can adapt.
 - vii. Ms. Spadafora will send out the minutes of the Brainstorming Session to all EB members.
- b. (*Mr. Pierson*) – Many thanks for the opportunity to serve and your support this year, especially to Ms. Del Mar, Mr. Birks, and Ms. Spadafora. When we began our work a year ago, it was about tweaking issues such as luncheons, scholarship, etc., but we have made significant advances on these and other issues, so hearing Ms. Kolesar’s ideas to move forward for the Chapter, I think that we are well-suited to assist her. I am proud of the work we have done.
8. Vice President Reports
- a. ARMY (*Cynthia Cooks/ Hairo Ortiz*), nothing to report
 - b. NAVY (*Robin Farley/ Veronica Trent-Walton*) nothing to report
 - c. USMC (*Jonathan Newell/Astrid Diaz*) nothing to report
 - d. Air Force (*Benjamin Yarish/ Patricia Corey*) nothing to report
 - e. DoD (*Cynthia Curry/ Greg Little*) (*tabled*)
 - f. USCG (*Mark Sanchez/ Stacy Spadafora*) nothing to report; thanks for the great support for my year serving as Executive Secretary
 - g. Corporate (*Deb Del Mar/Rita Finney*) nothing to report

Attendance:

(X - in person / T - by telecon)

	Executive Board				Committees		
T	Mats Persson	President			Dick Reed	T&E	CDFM
T	Krystyna M Kolesar	President-Elect			Wendy Pouliot	T&E	Awards/Essay Chair
T	Stacy Spadafora	Secretary		T	Jessica McClain	T&E	Scholarship Chair
T	Steven Birk	Treasurer			Milford E. Thompson	T&E	Luncheon
	Cynthia Curry	DOD VP		T	Jennifer Miller	T&E	Luncheon Host Liaison
	Gregory Little	DOD Asst Sec		T	Terry Placek	T&E	Training & Education
T	Cynthia Cooks	Army VP		T	Deb Del Mar	PDI	PDI Chair
	Hairo Ortiz	Army Asst Sec			Veniceza "Vee" Critton	O&P	Competition
T	Robin Farley	Navy VP		T	Jeff Norris	O&P	Community Service
	Veronica Trent-Walton	Navy Asst Sec		T	Dan Olden	O&P	Membership
T	Jonathan R Newell	USMC VP			Rocky Wilber	O&P	Photographer
	Astrid Diaz	USMC Asst Sec			Michael Monson	O&P	Newsletter Managing Editor
	Benjamin J Yarish	USAF BP		T	Wayne Whiten	O&P	Webmaster
T	Patricia Corey	USAF Asst Sec		T	David Zavada	Audit	Audit Chair
	LT Mark Sanchez	USCG VP					
T	Stacy Spadafora	USCG Asst Sec					
T	Debra Del Mar	Corporate/Retired VP					
	Rita Finney	Corporate/Retired Asst Sec					