



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

EXECUTIVE BOARD MEETING AGENDA

Thursday, May 7th, 2020, 1200-1300

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

1. Opening Remarks – President – Ms. Ferguson acknowledged the difficult and interesting times we are working through, both personally and professionally and she expressed her appreciation for everyone’s efforts to work through all the challenges to continue to bring programs for the members. The chapter is trying to hold some events and working to make them available virtually. We intend to hold a virtual June luncheon. Unfortunately, we were not able to plan it in time for the May luncheon.
2. Approval of Month Minutes – Distributed updated agenda to the board on 5/6/2020
Motion to approve – Ms. Placek
Motion to second – Ms. Kuhfahl
3. Calendar Review (*Secretary*)
 - a. Cancellations due to COVID-19
 - i. May luncheon
 - b. June luncheon – We would like to hold a virtual luncheon meeting. Need assistance for arranging a virtual meeting.
 - i. This will be the election/induction of the new officers – President, Treasurer, and Secretary. All officers will be sworn in and take the oath.
 - ii. Mr. Tom Constable has agreed to be our speaker.
 - iii. Speakers will be Ms. Ferguson as the outgoing President. Mr. Herrera as the incoming President. Mr. Runnels to swear in the new officers.
 - iv. Need a 3-4 person tiger team to look for ideas/capabilities for executing virtual meeting. Consider Zoom or MS Teams.
 - v. Having a virtual June luncheon meeting will be a forcing function to incorporate more virtual activities and training in the future. It will allow for more possibilities for the 3,000+ members who cannot physically attend. The recent survey identified that one of the problems for this chapter is the traffic which prevents some many people from attending luncheons. All believe it would be a good idea to record luncheon speakers for rebroadcasting.
 - vi. Communicating with members is best via personal email, especially during this time of teleworking. Continue to have problems with firewalls when using work email.
 - vii. Ms. Ferguson will look for resources and someone to help with technical aspects for the luncheon. Need to contact Ms. Thompson and Dr. Miller for all normal matters.

4. EB Updates (*Secretary*)
 - a. President approved position
 - i. USMC Vice President – Ms. Shari Ritter
 - b. Executive Board Vacancies
 - i. DoD Vice President (Mr. Morse, Assistant Secretary is filling this position)
 - ii. USCG Assistant Secretary
 - c. Committee Vacancies
 - i. None

Budget

5. Treasurer's Report (*COL Handy*)
 - a. Two months left in the fiscal year; if there are any outstanding payments that need to be processed, please submit in a timely manner before the end of the FY which ends 30 June. Need to have all outstanding charges placed against this FY and to allow time for transactions to process.
 - b. Have removed mini-PDI from the FY20 budget and will carry it over to FY21. This will include the budget estimate and expenses that have already been applied to the PDI.
 - c. Will send out FY21 budget estimate for input soon; please return if changes; Board will need to approve/vote on new budget at the next EB meeting in June.
 - d. Have started transition with Cynthia Hufty as the new Treasurer; she will be in place by May EB.
6. Audit (*Mr. Zavada*)
 - a. Nothing to report

Committee Information and Reminders

7. Training and Education
 - a. Training (*Ms. Placek*)
 - i. Internal Review: Meeting Federal Requirements for Accountability mini-course
When: July 30,2020 —8:30-11:30am (14 registered) and 12:30-3:30pm (8 registered)
Registration deadline: July 17, 2020
 - ii. Course has been advertised on the website and in the newsletter.
 - iii. Working with Management Concepts to offer the July course virtually. Can accept up to 50 people. Same price.
 - iv. Ms. Delmar recommends that virtual is the way to go, especially in light of the survey and how adept people are becoming with the virtual platforms during this COVID-19 time. We can try this as a trial, and if successful, we can look at the upcoming 12 months.
 - v. The consensus of the EB is to hold the July course virtually.
 - b. Luncheon (*Ms. Thompson*)
 - i. Cancelled with the hotel for the May luncheon. No problems or cost.
 - ii. Directed to cancel the hotel for the June and August luncheons.
 - iii. Will decide at a later time for the September and October luncheons.
 - c. Scholarship (*Mr. Beckles*)

- i. Nothing to report
 - d. Awards/Essay (*Mr. Writer*)
 - i. Since we didn't announce the Chapter awards in March at the NCR PDI, we should announce them at the NCR PDI that was rescheduled to August. OSD has requested to use the NCR PDI as a forum to pass out the OSD awards for the local participants. The chapter awards have already been distributed to the supervisors to give to the employees.

8. Outreach and Publicity

- a. Competition (*Ms. Kuhfahl*)
 - i. Waiting to hear from National on our competition package.
- b. Community Service (*Mr. Norris*)
 - i. All community service events have been postponed until later due to COVID-19.
 - ii. The soonest we were considering the next event is July. We will have a food drive at the PDI on August 20, 2020
- c. Membership (*Mr. Olden*)
 - i. May 2020 Washington Chapter membership is 3,334. See attached report.
 - ii. We generally see a drop in membership after the PDI.
- d. Newsletter (*Mr. Monson*)
 - i. May is a newsletter month. Will try to send it out in the next week. Army is on the hook for a financial management article, even though the luncheon is cancelled. Article length should be 500 words or less.
 - ii. COL Pettit stated the individual planning to write the article has been delayed. Any help would be appreciated.
- e. Website (*Mr. Whiten*)
 - i. Nothing to report

9. Corporate Update (*Ms. Delmar*)

- a. Golf Tournament – Scheduled for 15 July will be cancelled. We recognize we won't be able to get corporate sponsors or general participation. It doesn't make sense to postpone this event with the NCR PDI planned for August. Unfortunately, we will forego this year and look forward to having the golf tournament next year.
- b. NCR PDI – Very few people have requested refunds from the March PDI. Checking with the Ronald Reagan Building to find out when they are opening up and how they will deal with large events. If we are able to hold it, we may need to reduce numbers. Need to also consider some virtual options. Need to re-energize young careerist program.
- c. Unfortunately, the National PDI has been cancelled. This will impact membership renewals, as the event is a big prompter for renewing. Everyone needs to promote membership.

10. Vice President Reports

- a. Army – Mr. Constable has agreed to speak at the June luncheon. Have reached out to find out what platform he'll use. Expect he will be willing to move to platform of choice.

- b. Navy
- c. USMC
- d. Air Force
- e. DoD – The Assistant Secretary position will be filled by next meeting.
- f. USCG –

Attendance:

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

* Service Secretary moved to vacant VP role