



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

**EXECUTIVE BOARD MEETING MINUTES**

**Thursday, 7 July, 2020, 1200-1300**

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

In Attendance:

|                       |                                  |
|-----------------------|----------------------------------|
| Stephen Herrera       | President                        |
| Dr. Ann Tipton        | Secretary                        |
| Charles Morse         | DoD Vice President               |
| Yelena Baker          | DoD Assistant Secretary          |
| Col Clay Pettit       | Army Vice President              |
| Veronica Trent-Walton | Navy Assistant Secretary         |
| Shari Ritter          | USMC Vice President              |
| Natalie Osgood        | Air Force Vice President         |
| LCDR Mark Sanchez     | USCG Vice President              |
| Debra Del Mar         | Corporate/Retired Vice President |
| Mario Beckles         | Scholarship Chair                |
| Dr. Jennifer Miller   | Luncheon Liaison/Host            |
| Raquel Kuhfahl        | Competition                      |
| Jeff Norris           | Community Service                |
| Michael Monson        | Newsletter Managing Editor       |
| Wayne Whiten          | Webmaster                        |

1. Opening Remarks – President

- a. Expectations and Goals: Mr. Herrera conveyed his focuses this year are communication, participation and early careerist involvement. He wants to improve how we communicate, citing the challenges with email using government platforms, and wants to explore using social media if feasible, namely LinkedIn. Improved communications are directly linked to participation so effective communications is key. He also wants to strongly encourage early careerist participation because of the platform it offers for their exposure and growth. **Mr. Herrera solicited participants for a communication team and plans to have a meeting to discuss the way forward in the coming weeks. Open item.**
- b. Theme for the Year: Mr. Herrera is still flushing out an annual theme.
- c. Speaker Selection: Mr. Herrera wants to be thoughtful regarding topics and speakers throughout this year.

2. Administrative Matters (Secretary)

- a. Approval of Month Minutes – Distributed to the board on 23 June 2020.  
Motion to approve – Ms. Delmar  
Motion to second – Ms. Kuhfahl

- b. Roles and Responsibility Acknowledgement: **Notified team they will receive a request for acknowledgement of their respective role to fulfill the annual requirement. Open Item.**
  - c. Rules of Engagement: Requested email communications is limited especially during the week, and use telephone calls to the fullest extent possible.
  - d. Legal Disclaimer/Waiver: At several points in the meeting, legal disclaimer and liability waivers came up. Concerns in the virtual environment include recording the meetings without member's permissions, so it was recommended we add a disclaimer/waiver statement to the registration for the luncheons. Additionally, the subject of using government emails for ASMC business repeatedly came up, because their organizations are being told it is a prohibited use of government email. **Need to get a legal review/opinion on using government email for ASMC business. Open Item.**
3. Calendar Review (*Secretary*)
- a. July Luncheon - 16 July virtual, featuring Mr. Herrera.
  - b. July Free Training, Internal Control – 30 July
  - c. Luncheon Way-forward - August and September virtual, October decision point
  - d. October Golf Tournament – **Exploring the Options, Mr. Herrera was to explore other possible locations and then make a determination. Open Item.**
  - e. October Community Service Events -Food drive is dependent on if the golf tournament materializes, even if there is no tournament Mr. Norris is looking in to virtual opportunities and if working in DC Kitchen is still possible.
  - f. Holiday Party - **Decision Point, per Ms. Delmar the holiday party will need to start being worked in September timeframe, so far the venue remains viable. Will revisit during August meeting. Open Item.**
4. EB Updates dates (*Secretary*)
- a. Officer Vacancies
    - i. USCG Assistant Secretary
  - b. Committee Vacancies - None - New Add, Mr. Stockel replaced Mr. Kohlrus as the Corporate/Retired Assistant Secretary, approved by Mr. Herrera.
  - c. Service VPs – None (Extended term through Jun 22 in response to pandemic)

### **Budget**

5. Treasurer's Report (*Cynthia Huffy*)
- a. Ms. Huffy is finalizing the budget and will present to Mr. Herrera and Team in the coming month.
6. Audit (*Mr. Zavada*)
- a. NSTR

### **Committee Information and Reminders**

7. Training and Education
- a. Training (*Ms. Placek*)

- i. Internal Controls Mini Course(virtual): July 30,2020 - AM session: 37 registrants, PM session:18 registrants
    - ii. FASAB Training Webinar: September 3, 2020 -Working with the CFO Academy and ASMC HQs to provide this training, ASMC HQs has the lead and their platform will be used
    - iii. Virtual Training Tiger Team: Norman Pugh Newby has volunteered to research FM learning opportunities, Initial research identified a number of virtual accounting and finance courses
  - b. Luncheon (*Dr. Miller*)
    - i. NSTR
  - c. Scholarship (*Mr. Beckles*)
    - i. Mr. Beckles summarized the current scholarship program and noted the importance of getting the word out, as there is currently low interest, which will likely continue without better strategic communications.
    - ii. **Mr. Herrera requested a plan to expand the scholarship program in the coming year, asking Mr. Beckles work with Ms. Huffy (Treasurer) to see what is feasible give existing resources.** Ms. Delmar discussed the history of the how scholarships to high school students with interest in public finance were discontinued because there was no evidence the recipients actually joined public service or worked in finance. Recommendation is to look at possible scholarships for current members pursuing college degrees in business and finance. Ms. Kuhfahl offered to provide additional historical information to Mr. Beckles on the program. **Open Item.**
  - d. Awards (*Mr. Writer*)
    - i. NSTR
- 8. Outreach and Publicity
  - a. Competition (*Ms. Kuhfahl*)
    - i. ASMC National is still reviewing the Chapter 2019-2020 Competition submissions and has not announced the results. They will not establish the 2020-2021 entries until 2019-2020 is complete, given COVID-19 there may be changes to the next year.
  - b. Community Service (*Mr. Norris*)
    - i. Due to the restrictions of COVID-19, Mr. Norris is looking into both in-person and virtual community service opportunities. The next in-person event is at DC Kitchen in October; Mr. Norris believes that with some safety modifications this population in-person event may still be able to take place. He also is looking in the “Operation Gratitude” and digital transcription as virtual opportunities for our members. Ms. Delmar recommended writing letters to Veterans in assisted living facilities and care facilities as another worthwhile virtual opportunity.
    - ii. A major concern of in-person participation is to waive liability if someone contracts COVID-19 during participation. (See Administrative Items d.).
  - c. *Membership (Mr. Olden)*

- i. Mr. Olden reported an increase in membership from June, this is a normal fluctuation given the military change of station cycle in the summer. Mr. Olden provides the Service VP's rosters of their respective members and tracks expiring memberships.
  - ii. Mr. Olden recommended we consider a membership drive, through sponsorship. **Mr. Herrera was supportive of a membership drive and asked for a plan to be presented in the meeting next month. Open Item.**
- d. Newsletter (*Mr. Monson*)
  - i. Mr. Monson walked through the newsletter requirements, and the challenges to getting it out to our members. Some of the Service VPs currently send out the newsletter file out to their respective members with success, it was recommended this become standard practice to ensure maximum exposure. A couple of members brought up concerns with using government email for ASMC emails (See Administrative Items d.).
- e. Website (*Mr. Whiten*)
  - i. Mr. Whiten provided an overview of his responsibilities and the limitations of the current website/mass email functions.

9. Corporate Update (*Ms. Delmar*)

- a. Ms. Delmar welcomed Mr. Stockel as the new Corporate/Retired Assistant Secretary, approved by Mr. Herrera.
- b. Ms. Delmar notified the team that despite our PDI Business Insurance having a pandemic clause the insurance company is arguing the official declaration of a national pandemic timing does not require them to reimburse the \$600K at stake. Ms. Delmar is working with the insurance and our legal counsel to negotiate a settlement.

10. Vice President Reports

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