



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

EXECUTIVE BOARD MEETING AGENDA

Thursday, June 4, 2020, 1200-1300

Meeting to be held via ZoomGov

1. Opening Remarks – President
 - a. This is my last Executive Board meeting. I want to thank everyone for all the hard work, great participation, and dedication. It's been a great honor to be the president. I appreciate everyone's dedication year after year. We had some significant accomplishments – initiating the Young Careerist program, establishing a Corporate table sponsorship for the luncheons, as well as launching virtual meetings. It will be interesting to see where we go with the virtual options.
 - b. Feedback from the latest National meeting that is pertinent to our chapter in the future: continued successful community support events, managing to continue to provide support and training during this time with restrictions due to COVID-19, finding new areas where we can help, develop more virtual training opportunities, encourage members to renew early, focus on membership goals and metrics, create excitement for early renewal with monthly drawings, membership packets from National to encourage membership, starting direct deposit, and increased usage of the Engage tool to communicate across chapter to get our message out.

2. Approval of Month Minutes – Distributed to the board on 5/22/2020
 - Motion to approve – Ms. Placek
 - Motion to second – Ms. Kuhfahl

3. Calendar Review (*Secretary*)
 - a. June Virtual Luncheon – Mr. Thomas Constable, Principal Advisor to the Assistant Secretary of Defense for Readiness
 - b. July Virtual Luncheon – Speaker needed
 - c. July Golf Tournament – Cancelled
 - d. July Free Training, Internal Control – 30 July
 - e. August NCR PDI – Cancelled

4. EB Updates (*Secretary*)
 - a. Officer Vacancies
 - i. DoD Vice President (Mr. Morse, Assistant Secretary is filling this position)
 1. A potential candidate has been identified for this position, however, she is having trouble obtaining membership. Please contact Ms. Delmar who will provide assistance, as well as Mr. Olden who is also looking into it.
 - ii. USCG Assistant Secretary
 - b. Committee Vacancies

- i. None
- c. Executive Board members to be inducted at the June Virtual Luncheon Meeting
 - i. President – Outgoing, Leslie Ferguson – Incoming, Steven Herrera
 - ii. Secretary – Outgoing, Shari Ritter – Incoming, Dr. Ann Tipton
 - iii. Treasurer – Outgoing, Col Todd Handy – Incoming, Cynthia Hufty
 - iv. USMC VP – Outgoing, Janice Hill – Incoming, Shari Ritter
 - v. DoD Secretary – Vacant – Name has not been provided
 - vi. Service VPs – it was previously decided, due to the challenges of functioning during the pandemic, these individuals will remain in office for another 2 year term

Budget

- 5. Treasurer’s Report (*COL Handy & Ms. Hufty*)
 - a. FY21 Budget was voted on by the EB.
 - i. Motion to approve – Ms. Placek
 - ii. Motion to second – Ms. Delmar
 - b. EOM April Net Cash Position for FY20 is nearly \$114K, and will likely stay constant for the remainder of the year
 - c. Per Ms. Delmar, the chapter has a huge corpus from 2020 NCR PDI that was cancelled. These funds need to be separated for use for the 2021 NCR PDI to be held in March 2021. We need to make sure we have protocols in place to account for these funds. She has given assurance to all individuals and corporate members who have inquired about the payments they have already submitted.
 - d. Last but not least, big thanks to Todd who was a helpful and patient teacher!
- 6. Audit (*Mr. Zavada*)
 - a. Nothing to report

Committee Information and Reminders

- 7. Training and Education
 - a. Training (*Ms. Placek*)
 - i. July 30, 2020 – Internal Control: Meeting Federal Requirements for Accountability mini-course
 - 1. AM Session: 34 registrants
 - 2. PM Session: 15 registrants
 - ii. CFO Academy: Working with the Academy to identify virtual training opportunities. Hopefully, we will be able to schedule something for the fall.
 - b. Luncheon (*Ms. Thompson & Dr. Miller*)
 - i. Draft agenda is provided
 - ii. Review how we will conduct the June virtual meeting and swearing in of new officers
 - 1. Ms. Ferguson spoke with Mr. Runnels about the order of events. Ms. Ferguson will thank all the board members for the past year and turn it over to him for the induction. Mr. Runnels will do the induction.
 - 2. Ms. Delmar reiterated that all board members are to be sworn in, to include the returning EB members. Requested we post a list of all board member and identify which are new.

- iii. This luncheon meeting is free to all who register (member or non-member).
 - c. Scholarship (*Mr. Beckles*)
 - i. Nothing to report
 - d. Awards (*Mr. Writer*)
 - i. Nothing to report
- 8. Outreach and Publicity
 - a. Competition (*Ms. Kuhfahl*)
 - i. Requires the tentative calendar for next year, proposed budget, list of new EB members. She will send reminder and follow-up in July.
 - 1. The Chapter gets points for submissions to the Armed Forces Journal, as well as any FM related article in any magazine. Need to publicize this in the newsletter and monthly announcement, and this applies to any chapter member.
 - b. Community Service (*Mr. Norris*)
 - i. No community service projects are scheduled.
 - ii. Question to be researched: Are there any legal ramifications if we have an event when people are crossing into another jurisdiction?
 - iii. Looking into virtual events
 - iv. Recently revised requirements for the chapter competition concerning Community Service: No guidance on how community service events will be done in this new environment. National is looking for recommendation. Chapter can move forward as sees fit.
 - v. Point are collected on hours of service.
 - c. Membership (*Mr. Olden*)
 - i. Net loss of 61 members. See attached Membership Report.
 - ii. Due to the change of EB, he will send each service a list of their members.
 - d. Newsletter (*Mr. Monson*)
 - i. Inputs for the July newsletter are due 30 June.
 - e. Website (*Mr. Whiten*)
 - i. Calendar needs to be updated for July to June. He will chat with Dr. Tipton and post changes by 1 July. Ms. Ritter will provide the calendar updates to Mr. Whiten and Dr. Tipton.
- 9. Corporate Update (*Ms. Delmar*)
 - a. Cancellation of NCR PDI for 20 August and impacts: implications for chapter finances [biggest infusion of income for chapter] and need to segregate NCR PDI paid funds from chapter funds for application to next year's event.
 - i. We are able to lock in date and prices for the 2022 NCR PDI. There have been minimal requests for refunds. Trying to reduce the burden on the committee members. Resources are set aside for next year.
 - b. Cancellation of July Washington Chapter Golf Tournament and implications for finances
 - i. No financial impact;
 - c. Reminder of timetable of "outreach activities" for successful ASMC Washington Holiday Social in December

- i. Need to start work in September. Need to begin to generate awareness of the event and plan for registration. Contact DOD officials to encourage them to attend. Schedule Toys for Tots. Add to calendar to start planning.
- d. Re-launch of Early Careerist Initiative and key activities for term year 20-21
 - i. Cody is the government point person for this program. Need to address how to promote this program this year to increase involvement.
- e. Plan to permanently establish corporate table sponsorships at monthly meetings
 - i. Once we are able to meet in person again, this program will assist in assuring steady revenue.

10. Vice President Reports

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

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		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				