



### **CALL TO ORDER**

**CALL TO ORDER** of the January ASMC Executive Committee Meeting was January 10, 2008 in the main conference room, DeCA, Headquarters Building, Ft Lee, VA.

**IN ATTENDANCE** was President: Pam Conklin, President-elect: Cathy Dale, Vice President, DeCA: Mark Patterson, Treasurer and Education & Training Chairwoman: Monique Salley, Secretary: Randie Schabener, Historian and Membership Chairwoman: Francine Neal, Community Service Chairwoman: Dea Wells, Scholarship & Awards: Sylvia Ellis, Editor-Newsletter: Kanika Pride, Ways & Means Chairwoman: Francine Jackson and Webmaster: Gene Henderson.

**NOT IN ATTENDANCE** was Vice President, IMCOM: Pat Montgomery, Vice President, CASCOM: Michelle Oakley, Chapter Competition Chairwoman: Kim Rouse and ASMC Officer Elections: Terry Thomas.

### **OFFICERS' REPORTS**

**PRESIDENT: PAM CONKLIN** began the meeting by welcoming everyone to our sixth Southside Virginia Executive Committee meeting. Pam reported that our newsletter is out and complimented Kanika Pride on the publications of the newsletter. The committee was very pleased with the results. Pam indicated that we must publish 2 more articles this quarter to be in compliance with National Competition requirement. She reminded everyone to please assist Nikki by having articles pertaining to future events submitted to Kanika in a timely manner.

Pam shared Francine Neal's article pertaining to the suggested Attendance Reward Program with the committee. Mike Henderson questioned the tracking of the points and Francine reported that Kelli Blevins, ASMC member, has volunteered to track all participation. The committee suggested that the article be revised to include the time period that the points systems will cover, which is April 1, 2007 thru March 31, 2008. With the corrections noted the committee approved the article.

Pam reminded the committee that there are many chances to nominate an individual or team for the ASMC National Awards. She added a team consists of 4 to 20 people and the individual award reflects that pertaining to teams below 4 people or an individual. After reading the guidelines it appears that many of the scholarships are mission directed. She said deadlines are fast approaching so if there is anyone person or group the committee would recommend she would like for our chapter to act quickly. Mark Patterson recommended that we nominate Kanika for the newsletter award. He said he felt it was the best newsletter our chapter has ever produced. The committee agreed with the nomination.

**PRESIDENT-ELECT: CATHY DALE** reported that she plans on scheduling another PDI meeting in January 2008. She informed the committee that Senator John Warner could not give a definite date he would be available so the committee will review options for another keynote speaker. She said the committee wants to consider a different theme.

**VICE PRESIDENT, DECA and PROGRAM CHAIRMAN: MARK PATTERSON** reported that the January 17, 2008 luncheon is a joint meeting with the National Contracting Managers Association. The topic of discussion is Wide Area Workflow. Mark needs all point of contact to inform him of the number of participants by January 15, 2008 so he can provide the Regimental Club with the number of guests. He added that he does not have a definite speaker for February but he does have some ideas. Pam reminded him that he should let Kanika know the details pertaining to future luncheons so she can include the luncheons in the next article.

**VICE PRESIDENT, DLA: BARBARA MARTIN** phoned in and discussed CDFM class being held at her location that week and her leadership's interest and support of efforts to expand and engage membership.

**VICE PRESIDENT, IMCOM: PATRICIA MONTGOMERY** was absent, did not report.

**VICE PRESIDENT, CASCOM: MICHELLE OAKLEY** was absent, did not report.

**TREASURER: MONIQUE SALLEY** reported that her Financial Statement pertains to November's final statement. She reported that the ending balance in the checking account is \$10,578.67 and the savings account shows an ending balance of \$8,528,63. She stated that bank still show an outstanding scholarship check for \$2000.00. Sylvia Ellis said she would contact Randolph Macon College and inquire about the outstanding check. Monique also noted that the yearly fees for the Post Office Box and Website have been paid and that currently we do not have any outstanding bills.

Monique will contact the American Red Cross pertaining to the donation and certificate for the January guest speaker.

**SECRETARY: RANDIE SCHABENER** forwarded the minutes from the December meeting and asked that the minutes be approved. The committee approved the minutes. She also reminded the Executive Board that they need to be preparing their board and committee job descriptions that will be transferred to the new ASMC Executive Board in the transition meeting in May 2008. She would like to have descriptions turned in to her by the end of March 2008.

**COMMUNITY SERVICE, CHAIRWOMAN: DEANNA WELLS** informed everyone that there are two new dates for Habitat for Humanity. They are January 12, 2008 and February 16, 2008. She also reported that the Food Banks are low because the government has reduced the commodities available. There is an urgent need for our help at the Dinwiddie Food Bank so the committee agreed to continue the food drives at the remaining luncheons. The food donations for the January luncheon will benefit the Dinwiddie food bank. Dea also thanked Gene and Kanika for publishing the information on the web site and in the newsletter.

**MEMBERSHIP CHAIRWOMAN and HISTORIAN: FRANCINE NEAL** reported that we had 4 more new members. This brings our chapter up to 180 members. Pam will need the names of all new members since the last induction ceremony at the September luncheon. She would like Francine to have new member packets with certificates for the new members so she can present them with the new membership material at the January luncheon.

**EDUCATION AND TRAINING CHAIRWOMAN: MONIQUE SALLEY** reported she sent e-mail correspondence to all ASMC members pertaining to our ASMC chapter sponsoring an intensive training for the Module 3 of the CDFM by audio lines on January 29, 2008 thru January 30, 2008. She asked for interested participants to contact her so she could confirm a slot for them. She indicated that the response was wonderful. Currently she has 25 people who are

interested in participating. She shared the list of participants and locations with the committee. The committee suggested that we request 3 communication lines: one for DeCA, one for DLA and one for the Army. There were 5 people identified on the list from DISA however the committee voiced ethical concerns about people from the geographical area of another chapter joining our local chapter. Our committee did not want to violate any rules in which Pam will validate with National ASMC. Cathy Dale questioned if participants could take this class more than once. The committee agreed that sometimes a refresher class is needed particularly when the course content changes, however Pam mentioned that this is why all training needs to be approved through the employee's chain of command who should address whether circumstances warrant another training session.

**SCHOLARSHIP & AWARDS CHAIRWOMAN: SYLVIA ELLIS** reported that the ASMC scholarship material has been mailed to the local schools. She informed the committee if they are aware of any additional schools in the local area that they would like to receive the scholarship material, please let her know the school information and she will mail the scholarship information to that school. The deadline to submit applications is March 10, 2008. The recipients of the scholarship will be announced at the Mini PDI and the recipients will receive their scholarship in April 2008.

**WAYS & MEANS CHAIRWOMAN: FRANCINE JACKSON** reported that we were not able to reserve the date for the book sale fundraiser in December. The committee liked the idea of the book sale fundraiser and asked Francine to reserve a date in March, prior to Easter for another book sale fundraiser. Francine informed the committee of another calendar sale fundraiser but the committee felt it was too risky and declined since they thought it wouldn't raise a lot of funds. Francine also will communicate with NASCAR for the May race for another fundraiser event working in the hospitality center.

**CHAPTER COMPETITION, CHAIRWOMAN: KIM ROUSE** was absent, did not report.

**WEBMASTER: GENE HENDERSON** did not report.

**NEWSLETTER: KANIKA PRIDE** reported that she has a new checklist she will utilize for each of the newsletter articles. It provides the information and timelines that she needs in order to meet our newsletter publication criteria such as, President's Message, Feature Article on a defense financial management topic, National ASMC News, Chapter activities, information on upcoming events, current meeting, future meetings and membership news. She indicated these are requirements and there are submission deadlines. She plans on having another newsletter published early in February 2008.

Nikki also mentioned adding the profile of the guest speaker of the luncheons in the article. The committee was in favor of her suggestion.

Mark Patterson requested that Nikki include the recipients of the CDFM certificates and the date of their certification in the newsletter.

**Next Executive Committee Meeting** is scheduled for February 12, 2008. Potential agenda items include:

Award Nominations

Mini PDI

Monthly Meetings for remainder of the year

**MEETING ADJOURNED** at 1:15 p.m.

Reviewed By: Pam Conklin  
President, Southside Virginia Chapter  
American Society of Military Comptrollers

Randie Schabener, Secretary