



### **CALL TO ORDER**

**CALL TO ORDER** of the October ASMC Executive Committee Meeting was October 4, 2007 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, Vice President, CASCOM: Michelle Oakley, Secretary: Randie Schabener, Community Service Chairwoman: Dea Wells, Scholarship & Awards: Sylvia Ellis, Chapter Competition Chairwoman: Kim Rouse, Webmaster: Gene Henderson, Ways & Means Chairwoman: Francine Jackson and Editor-Newsletter: Kanika Pride.

**NOT IN ATTENDANCE** was Vice President, IMCOM: Pat Montgomery, Vice President, DLA: Barbara Martin, Treasurer and Publicity Chairwoman: Monique Salley, and ASMC Officer Elections: Terry Thomas.

### **OFFICERS' REPORTS**

**PRESIDENT: PAM CONKLIN** began the meeting by welcoming everyone to our third Southside Virginia Executive Committee meeting. She mentioned that Dee Graham, who was our Membership Chairwoman and Historian, has resigned from the ASMC board. Since the positions are vacant, she informed the board that Francine Neal has volunteered to assume the positions as the Membership Chairwoman and the Historian. Pam Conklin nominated Francine for the position of Membership Chairwoman and Historian. Mark Patterson seconded the motion and the committee approved and accepted Francine for the vacancies.

Pam started the meeting inquiring if any of the board members received any comments pertaining to the charitable donation made on behalf of the speaker at the September luncheon to the Ft Lee Chapter of the American Red Cross. Board members indicated that feedback was favorable for the charitable donation. It was agreed by the committee that we would resume giving to the Ft Lee Chapter of the American Red Cross since it was a local organization that assisted various charities. Mark Patterson added that it was important to be attentive to the amount as not to exceed the \$20.00 monetary amount to Department of Defense employees. Pam also asked Dea Wells if she would forward the copy of thank you letters to the speakers to board members so we can be consistent and timely with the letters to the speakers.

Pam also emphasized that the committee needed to establish Professional Development goals for our chapter. She recommended that Monique Salley and her committee develop certification training program goals and a campaign to communicate to the membership. She wanted this information publicized with the goals and initiatives in our newsletter and on the Website. A strategy that was suggested was organizing a CDFM study group. Pam also shared the upcoming dates of the Enhance Defense Financial Management (EDFMT) course, for the year, at DLA (January 7-11, 2008) and Fort Lee (March 10-14, 2008).

Pam also mentioned that she thought it might be time that the committee considers purchasing a new digital camera. The committee thought it was necessary and believed we had adequate funds for a camera. Francine Neal said she would get some estimates for a digital camera and let the committee know of anticipated costs. Michelle Oakley mentioned that she had an extra camera if

the committee needed to borrow one in the interim of purchasing a new one. Michelle also volunteered to bring the camera to the October luncheon and take pictures.

**PRESIDENT-ELECT: CATHY DALE** indicated that she has reserved the Officer's Club for the Mini PDI on March 12, 2008. She said Dee Graham has 3 vendors confirmed for the PDI. She will have her first committee meeting on October 24, 2007. She is currently planning the menu and was concerned if there were special requests. The committee thought that the menu last year was great but they would like to have cookies in the afternoon. She was concerned about the amount to charge. Pam recommends that we first need to determine whom the guest speakers will be, select a theme and then determine a fee.

**VICE PRESIDENT, DECA and PROGRAM CHAIRMAN: MARK PATTERSON** indicated that November luncheon has been scheduled for November 29, 2007. It will be at the Officer's Club. The topic will be pertaining to the NSPS. Mark said he has requested turkey and ham for the menu. He also informed everyone that the Christmas Party has been set for December 12, 2007 at Jordan Point. The 3<sup>rd</sup> Graders at West End Christian School will our guest musicians. It was suggested that we give them some small gift of appreciation. Mark will have Jordan Point put 2 separate menu selections together and the committee will select a menu from the 2 choices at the next meeting.

**VICE PRESIDENT, DLA: BARBARA MARTIN** was absent, did not report.

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

**TREASURER: MONIQUE SALLEY** was absent, did not report.

**SECRETARY: RANDIE SCHABENER** forwarded the minutes from the September meeting and asked that the minutes be approved. The committee approved the minutes. She also questioned if she needed to monitor the attendance at the monthly luncheons for the individuals who are certified. Pam informed her that it is individual's responsibility to monitor their credited hours for certification. Dea Wells mentioned that it was the responsibility of the treasurer to keep a record of attendees at the luncheon, mainly to ensure that we track non-members participation at the luncheons.

**COMMUNITY SERVICE, CHAIRWOMAN: DEANNA WELLS** informed everyone that Habitat for Humanity has been scheduled for October 27, 2007. Dea will send out information next week with all of the details. She also said that we would be doing the Angel Tree and the Salvation Army Warehouse community service program again this year. She said the Salvation Army date is usually the first Saturday in December and the Angel Tree donations usually start in November. The details and dates will be forthcoming via e-mail. It was also suggested and agreed that we do a Food Drive (non-perishable items) at each luncheon in November and December. The committee would ask each participate to bring 1 or 2 food items with them at each luncheon. Kim Rouse also suggested that we consider sponsoring a family during the holiday. She said her department did one last year and it was very rewarding for the family and the department who helped sponsored the family. The committee agreed it was a worthwhile cause.

**MEMBERSHIP CHAIRWOMAN and HISTORIAN: FRANCINE NEAL** newly elected, did not report.

**EDUCATION AND TRAINING CHAIRWOMAN: MONIQUE SALLEY** was absent, did not report.

**SCHOLARSHIP & AWARDS CHAIRWOMAN: SYLVIA ELLIS** reported that she is seeking corporate sponsorship from some local businesses. Pam thought the corporate sponsorship amounts were changing. She said she would find out the information from Jennifer Sizemore.

**WAYS & MEANS CHAIRWOMAN: FRANCINE JACKSON** reported back that Burger King in Colonial Heights agreed that we could hold a car wash at their location. She had 2 dates that were open, October 13 and October 20, 2007. Pam thought we should send out flyers soliciting volunteers for the 2 dates. If we did not get 10-20 volunteers, the event would be canceled. Francine said she sent e-mails out earlier last week soliciting for volunteers needed for ASMC fundraisers and she indicated the response was poor. She indicated people mentioned they do not wish to take annual leave to assist in fundraisers.

**CHAPTER COMPETITION, CHAIRWOMAN: KIM ROUSE** shared our strengths and weaknesses from our last rating of the Chapter Competition to ensure that we are in compliance with our standards. An area of concern was the membership net increase projection. Pam added that she would like to see the committee set a goal for the membership increase. The committee shared several methods to increase membership participation. One of the methods was to monitor the attendance for participation for all events to include monthly luncheons, fundraisers and charity events. Every time a member participates in an ASMC sponsored event they would be given a ticket and then the tickets would all be combined for a drawing for a prize, such as paying for their participation in the National PDI. Kim identified 2 other areas that we should be able to improve upon. The areas were Awards/Achievement of the year and the Newsletter. She added they did not receive the full amount of points on the newsletter because it was noted that the newsletter was not long enough. The committee felt our newsletter was wonderful and shared the necessary points to be in compliance with policy.

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

**NEWSLETTER: KANIKA PRIDE** reported the next Newsletter is anticipated to be out in November 2007. Kanika wanted articles to be presented to her indicating holiday events. She also wanted Finance related articles. Mark had suggested DAI, Defense Agency Initiative. Pam asked that DLA and Army financial system initiatives also be included so the article would not be too specific to DeCA.

**Next Executive Committee Meeting** is scheduled for November 8, 2007. Potential agenda items include: Newsletter, Membership Goals, Attendance Reward Program and Fund Raising.

**MEETING ADJOURNED** at 1:15 p.m. a motion from Sylvia Ellis, a second from Mark Patterson and a unanimous vote of yes from the committee.

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

Randie Schabener, Secretary