



CALL TO ORDER

CALL TO ORDER of the September ASMC Executive Committee Meeting was September 6, 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, Secretary: Randie Schabener, Treasurer and Publicity Chairwoman: Monique Salley, Ways & Means Chairwoman: Francine Jackson, Editor-Newsletter: Kanika Pride, Historian: Dee Graham.

NOT IN ATTENDANCE was Vice President, IMCOM: Pat Montgomery, Vice President, DLA: Barbara Martin, Vice President, CASCOM: Michelle Oakley, Community Service Chairwoman: Dea Wells, Scholarship & Awards: Sylvia Ellis, Chapter Competition Chairwoman: Kim Rouse, Webmaster: Gene Henderson and ASMC Officer Elections: Terry Thomas.

OFFICERS' REPORTS

PRESIDENT: PAM CONKLIN began the meeting by welcoming everyone to our second Southside Virginia Executive Committee meeting. She mentioned that Patricia Gray-Daniels, who was our Membership Chairwoman, has left our agency for a new job. Since the position is vacant, she informed the board that Dee Graham has volunteered to assume the position as the Membership Chairwoman. Pam reminded the committee that the By-Laws state "Vacancies in offices other than President and President-Elect shall be filled for the un-expired terms by the President with approval of the Executive Committee". Pam Conklin nominated Dee Graham for the position of Membership Chairwoman. Francine Jackson seconded the motion and the committee approved and accepted Dee Graham for the vacancy.

Pam started the meeting with suggestions from the committee for Chapter Gifts. The committee agreed that giving a charitable donation made on behalf of the speaker was a good idea. Several agencies were identified as charitable organizations. These included: Intrepid Fallen Heroes fund, Army Emergency Relief fund and the Ft. Lee Chapter of the American Red Cross. The committee agreed that giving to a local Ft. Lee charity was a good idea and settled on a monetary donation of \$20.00. It was agreed that the speaker at the next luncheon would be the first recipient of the charitable donation. Monique Salley will locate the local American Red Cross Chapter address and phone number and prepare a certificate for the September 11, 2007 luncheon. It was also suggested that we could give some small token to the speakers to show our appreciation. Mark Patterson will conduct an inventory of all gift items and report back to the committee with the list of inventory items.

Pam proceeded with the meeting focusing on fund raising strategies. She suggested we identify other avenues for raising funds. Per guidance received at National PDI meetings that the local PDI charge should be conservative and not a significant profit, she raised concern about amount of funds raised compared to PDI event costs. Mark Patterson suggested a car wash since this usually is a beneficial fundraiser. He added that high visibility locations are necessary in order to get the largest volume of customers. A couple of areas were suggested for locations and Francine Jackson will inquire as to calendar dates and locations. Some other potential fund

raising suggestion included hot dog sales at the Commissary, hot dog/hamburger lunches at the Nick II Building and bake sales. Pam suggested that Francine seek Ways and Means committee members and develop other possible fundraiser ideas.

Pam mentioned that Dea Wells had provided draft guidance on coordinating an ASMC Luncheon meeting. She will forward the e-mail to everyone and encourages the Vice Presidents and others to use this guidance as a productive tool to assist everyone for a successful luncheon. She thanked Dea Wells, in her absence, for a good job.

Pam also received an e-mail from Jennifer Sizemore inquiring about Chapter Fair night at the PDI. The committee thought the PDI Survivor could make the meeting lengthy. They did like the ideas of a Silent Auction and possible tailoring the gift toward the area their chapter is from. They did not specify whether Tuesday or Thursday night would be better.

PRESIDENT-ELECT: CATHY DALE indicated that she is working on getting volunteers to assist with the organizing of the Mini PDI. The date has been set for March 12, 2008. She is waiting until December 2007 to reserve vendors.

VICE PRESIDENT, DECA and PROGRAM CHAIRMAN: MARK PATTERSON is researching for potential speakers for the January 2008 luncheon. He thought the Wide Area Workflow Network was a potential topic to share at the luncheons. Pam agreed and encourages that presentations be Defense Finance related.

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

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

TREASURER: MONIQUE SALLEY provided the final July and preliminary August financial statements. The ending July balance is \$8,501.67 in savings and \$13,610.87 less outstanding checks of \$6500.00 in checking. The preliminary ending balance is \$8,501.67 in savings and \$8,610.87 less outstanding check of \$2000.00 in checking.

She also reported that she is having a difficult time communicating with Mr. Bob Strimple so he can perform our annual audit of Chapter accounts. She did report that Ms. Cynthia Morgan, Accountant, is willing to perform the audit. The committee agreed to give Mr. Strimple one week to perform the audit. If he was unable to complete the audit then the committee agreed to have Ms. Morgan complete the annual audit of the Chapter accounts.

SECRETARY: RANDIE SCHABENER forwarded the minutes from the July meeting and asked that the minutes be approved. The committee approved the minutes. She also sent an e-mail to all board members asking for their assistance with providing a detailed description of the duties and responsibilities for the executive position they are assigned. The information is needed for the Chapter Handbook that is being assembled for the transition meeting in May 2008. She asked the committee to take a couple of months and provide a list of their duties to her for the Chapter Handbook.

COMMUNITY SERVICE, CHAIRWOMAN: DEANNA WELLS was absent, did not report.

MEMBERSHIP CHAIRWOMAN and HISTORIAN: DOROTHY GRAHAM (DEE) reported she is working on updating the membership list. Officially ASMC has 167 members, 5 new members and 5 renewal members. She has prepared a certificate for the members to receive

at the next luncheon. Pam will present our new members with the certificate. Mark Patterson will also check the old records to see if we have ASMC pamphlets to be presented to our new members with their certificates.

EDUCATION AND TRAINING CHAIRWOMAN: MONIQUE SALLEY reported she has recruited two Education and Training Committee members, Rosie Leonard-Thweatt and Drena Egbo.

SCHOLARSHIP & AWARDS CHAIRWOMAN: SYLVIA ELLIS absent did not report.

WAYS & MEANS CHAIRWOMAN: FRANCINE JACKSON reported that she has 13 volunteers to work the NASCAR fundraiser. She wanted the committee to encourage others to help since it is expect that some volunteers probably will not be available to work that day. Pam encouraged Francine to put our additional information for the fundraiser. She thought some people do not know what they have to do at the fundraiser.

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

WEBMASTER: GENE HENDERSON absent did not report.

NEWSLETTER: KANIKA PRIDE reported the Newsletter will be going out quarterly. The next newsletter is scheduled to go out in November 2007. Kanika wanted to encourage agencies, other than DeCA, to submit articles to the newsletter. She noted that it favors DeCA events. She also would like to have articles to be presented indicating holiday events. She knew of the Habitant for Humanity, the trip to the Nursing Home, the Angel Tree donations and the Christmas Party. She would like information pertaining to those events.

Next Executive Committee Meeting is scheduled for 4 October 2007. Potential agenda items include:

- Competition strategy
- CDFM strategy
- Christmas Party

MEETING ADJOURNED at 1:15 p.m. after a fire alarm moved the meeting outside with a motion from Randie Schabener, 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