



Capitol Club Chapter Board of Directors Meeting Minutes of April 11, 2017

Attendees (Quorum = 6):

- Board of Directors: Jim Taber (P), Pete Friesen (T), Joe Durso, Bob Lindseth, Bill Reed (S), Laura Sunden, Kevin Crouse, and Donye He
- Via telephone: Douglas “Chopper” Lamb
- Guests: Mike Dolim

President’s Opening Comments/Welcome Discussions (Jim Taber):

- President Taber called the meeting to order at 12:02 PM and welcomed all and especially welcomed Mike Dolim, Executive Director, AOC.
- Chopper noted at the President’s Meeting the day before that Mike Dolim announced his retirement and that a new director would be selected soon. The CC BoD congratulated Mike on his upcoming retirement and wished him well.
- President Taber stated Bob Lindseth would be the CC volunteer who will be in charge of volunteers for the upcoming 54th Annual AOC International Symposium and Convention from November 28-30, 2017. Laura has volunteered to be his back-up.

Secretary’s (S) BoD Historical Minutes Report (Bill Reed):

- Minutes for the March meeting were reviewed. .
- **Motion/Discussion/Vote:** Bob Lindseth motioned for the minutes to be accepted, Joe Durso seconded, and the minutes were passed as written.
- For communications and transparency, the meeting minutes are posted on the Capitol Club website: www.dccapitolclub.com.

Treasurer’s (T) Financial Report (Pete Friesen):

- Treasurer Friesen provided the February 2017 financial report as a hardcopy to attendees (see below for synopsis):

| <u>Operating Funds</u> | <u>Starting</u> | <u>Income</u> | <u>Expenses</u> | <u>Balance</u> | <u>Notes</u> |
|-------------------------------|-----------------|---------------|-----------------|--------------------|--------------|
| Checking Account: | \$13,525.10 | \$1,346.34 | \$ 202.25 | \$14,669.19 | |
| Money Market: | \$ 1,284.85 | \$ 0.05 | \$ 0.00 | \$ 1,284.90 | |
| Fidelity: | \$34,727.38 | \$ 37.99 | \$ 0.00 | \$ 34,765.37 | |
| Total Operating Funds: | | | | \$50,719.46 | |
| Cash-On-Hand: | \$132.75 | \$0.00 | \$0.00 | \$ 132.75 | |
| PayPal Account | \$ --- | \$-- | \$-- | \$ --- | |
| | | | | | |
| <u>Educational Foundation</u> | <u>Starting</u> | <u>Income</u> | <u>Expenses</u> | <u>Balance</u> | |
| Savings | \$ 9,044.03 | \$ 0.34 | \$0.00 | \$9,044.37 | |

- **Expenses:** Treasurer Friesen noted the expenses incurred were \$202.25 for March which was Check #632 to Jim Taber for Networking. There are two pending checks: #633 to LaPrima Food Group for \$890.03 for three luncheons and #634 to ANCC for Deposit for the CC Holiday Party.
- **Income:** Pete noted income was \$1,346.34 from \$861.14 for Feb/Mar Luncheons and \$500.00 deposit from Ray Demeo from Virsec to Paypal. Due to the Paypal fees the income was only \$485.20.
- Donations received to-date were also included on the second page of the submitted report.
- **Motion/Discussion/Vote:** Kevin Crouse motioned for the Treasurer’s Report to be accepted, it was seconded by Bob Lindseth, and the motion passed.

Program Committee Report (Kevin Crouse):

- Kevin noted that we have a crowded schedule coming up with the following events planned:

- **Apr 26** – Ray Demeo, Virsec, “Security Against...”
- **May 18** – Unclassified/NOFORN presentation by the Curtis-Wright Corporation Corporate Technology Officer (CTO) at the local Curtis-Wright facility
- **May 30** – Rescheduled “Beyond Trust” presentation. Joe Schramm with Beyond Trust, “Privileged Access in DoD Systems”, Location: Schafer, Arlington, VA; Time 11:30-1:00.
- **June 7** – CAPT Casey “Junior” Casad, USN, “EW Strategy”; Location: Schafer, Arlington, VA; Time 11:30-1:00.
- **Dec 8** – Capitol Club Holiday Party (Back-up date Dec 15)
- **Discussion:**
 - There was discussion that the end of June would be better timing for the Hume Center (Virginia Tech) event. Hume Center is a “pay to have it there” effort. There are other venues (Raytheon, Curtis-Wright, Schafer) that are free where a classified event could be hosted.
 - There was discussion on the best way to get attendees to show up at our events. Some suggestions: Early email announcements, earlier web site info a couple of weeks before the event, and a last minute email barrage to members letting them know it’s time to sign up on the web site.
 - There was also discussion of expanding the invitation to non-members.
 - Laura Sunden will contact Paul Vale to get his CC members email list.
 - For the May 18th Curtis-Wright event, Donya will send an abstract to Kevin. Kevin already has a bio, but needs the extract. Jim Taber requested he be cc’d on the email for the abstract and bio. The Curtis-Wright conference room holds 30 people, so “first come, first served” will be used for attendees.
 - There were di

Outreach/Membership Report (Laura Sunden/Donye He):

- Laura Sunden, the Outreach Director, noted there were only 3 people that attended the NDIA/SOLIC/CC event on Mar 30th at the Crystal City Sports Club and said there is “not a lot of repeat value for attendees.”
- For next quarter she is looking at:
 - Laura proposed having an event at the Mount Vernan Country Club, as a member there she can book a room for free up to three hours for an event.
 - May 31st: Joint event with the Maple Leaf Chapter during CANSEC. Geoff Leighton may be the CC representative for this event.
 - June – Happy Hour at Top Golf
- Laura is procuring a pop-up banner for the CC. It will take about 30 days to receive and has asked for comments on the design through email. Please review her proposal and provide comments on the design.
- Facebook Page page is up and running, need CC members to go to the site and “Like it”.
- The CC club currently has 936 members.

Awards (Joe Durso):

- Joe advised the CC BoD the National Awards are due at National mid-May. He plans to leverage the Chapter’s awardees from the December Holiday Party for submittal, but needs members with 25 years as an AOC member to submit for the “Tony Brees” and “Gold” awards. Joe needs the CC BoD to look for worthy awardees and submit their names to him as soon as possible. Nominations are open for CC BoD awardees as well as the AOC National awards.

Old Business:

- a. **Nominations & Elections Committee:** President Taber noted that nominations are due and will close shortly. We need nominations for the Board and for CC President. The voting will be done via “Election Buddy”, a web based voting system. President Taber will provide the nominating committee the account and password for them to access the

election info. Bill Reed to provide the CC BoD members names who are eligible for this election and who has served their second term and are not eligible to run during this election.

- b. Vote on Draft Bylaws and Constitution:** President Taber noted that Chopper Lamb has done exceptionally well in drafting the new Bylaws and Constitution and they need to go to the membership for review and a vote.
- c. Voting:** It was determined the CC Elections and voting on the Draft Bylaws and Constitution could be done on the same ballot. So, the drafts will go out on May 1st with two weeks to review. Voting will start on May 15th and run for two weeks.
- d. Vote on 2017 Operating Plan:** President Taber thanked Mike Dolim and Glorianne O'Neilin for the AOC HQ contribution to the CC Educational Fund as a result of the CC volunteers working at the Annual Symposium. Peter Friesen motioned for the 2017 Operating Plan to be accepted as proposed, it was seconded by VP Troy Orwan, and unanimously approved by the BoD.
- e. Update on possible Symposium with VT:** See above discussion in the Program Committee Report. President Taber met with the Virginia Tech folks from the Hume Center about hosting a Technical Forum/Symposium. Tentative schedule would be the end of May. In addition, a future Town Hall was discussed with the possibility of it occurring at CACI.

New Business:

- a. Australian Embassy POC:** Bill Reed provided President Taber a POC at the Australian Embassy that is a new crow and interested in working with the CC BoD to host an event there.

Bill Reed motioned for the meeting to be closed; Kevin Crouse seconded; and the motion was approved by the BoD. The meeting closed at 1:05 PM.

The next CC BoD meeting is May 2nd. All BoD meetings, without classified presentations, are unclassified and open to all members.

Respectfully submitted,
William Reed
Secretary
Capitol Club
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