



Capitol Club Chapter Board of Directors Meeting Minutes of September 5, 2017

Attendees (Quorum = 6):

- Board of Directors: Troy Orwan (P), Laura Sunden (VP), Joe Durso, Geoff Leighton, Bill Reed (S)
- Via Phone: Donya He, Jim Taber (IPP)
- Guests: Ken Miller, Glorianne O’Neilen

President’s Opening Comments/Welcome Discussions:

- Secretary Reed called the meeting to order at 12:05 PM and welcomed all in the absence of President Orwan who was running late.

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

- Minutes for the August 2nd meeting were reviewed.
- Motion/Discussion/Vote: Joe Durso motioned the minutes be accepted as written with Jim Taber providing the second. All agreed to accept the minutes as written.
- For communications and transparency, the meeting minutes are posted on the Capitol Club website: <https://www.dccapitolclub.com/board-minutes>

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

- Treasurer Friesen was not available to attend the meeting, so Secretary Reed conducted a quick review of the June and July 2017 financial reports to get a sense of where the CC was starting the new Chapter year.
- Glorianne O’Neilen said the Chapter Rebate check was provided to the Treasurer at the BoD meeting in August and the total was approximately \$6,400.00.

Program Committee Report (Kevin Crouse):

- Jim Taber met RADM John Hill, Dep Director at the Missile Defense Agency (MDA) at the Australian Embassy and asked if he would consider being a speaker at one of our CC events. There was discussion of having RADM Hill with other speakers at a half-day event with date and location TBD.
- Donya He stated there was a request for another “Deep Learning” presentation like the one hosted in May at the Curtis-Wright facility. She would like to look for an opening in the October timeframe to conduct the event, potentially again at Curtis-Wright, which would be no cost to the CC.
- Geoff Leighton notified the BoD that he was working with the Maple Leaf Chapter to host a MNF at the National AOC Symposium (November 28-30). He was meeting this week with Tuhin Das, Maple Leaf Chapter President, and will ask if they would like to co-sponsor. Geoff will coordinate the MNF with AOC National.
- Ken Miller, AOC National, asked if the CC would like to partner with the Defense Entrepreneurs Forum (DEF) and co-host a reception at the National Symposium potentially on Wednesday evening from 5:00-6:00 PM. DEF is an independent, not-for-profit group of emerging defense leaders that strive to solve national security problems from the bottom-up by exposing Defense professionals to the techniques and experiences of civilian innovators and social entrepreneurs. Web Site: <https://defenseentrepreneurs.org/>

Outreach Report (Laura Sunden):

- Laura Sunden, currently the Outreach Director and is the new Vice President, noted the Top Golf event in August was excellent. She received great feedback from the new members who

attended and had National AOC participation as well. Laura is interested in having an event in the Reston area in the near future. Potentially the BoD meeting could be conducted in Reston with a social event after the CC BoD.

- Laura is working with the Aberdeen Chapter to conduct a joint event with an early October or early November date.
- Laura is working with HQ AOC to include CC Chapter volunteers in the AOC Symposium STEM event. There will be 10 STEM stations like last year, so there is a need for 10 CC volunteer as Subject Matter Expert's (SMEs). SME's are needed to talk to engineering students about the EW profession and the opportunities available in EW. Jim Taber asked if there was a communication plan to get the information out to canvas for volunteers; Laura said that effort is being addressed.

Scholarship Report (Michael Conschafter):

- Michael was not able to make the meeting, but Jim Taber noted that the web site has the Fall 2017 Scholarship information for graduate students. The CC awards a Spring Scholarship for undergraduates and a Fall Scholarship for graduate students. The winning graduate student will be awarded the scholarship at the December Holiday Party on December 8th at the Army/Navy Country Club.
- Donya notified Jim that she was recruiting at Virginia Tech next week and asked if there was anything he could provide her concerning the CC Scholarship Program. Jim will send Donya the Hume Center POC contact info.

Awards Report (Joe Durso):

- Joe reported the window for the Local Chapter Awards is now open. Local awards season is September/October with the award presented at the Holiday Party on December 8th. He needs initial information (name, position, background info, etc) as soon as possible. If you know of a worthy individual (or a team) that has done exemplary work in the EW/Cyber/IO/EMS field then please submit their name to Joe as soon as possible! Joe needs to have the winning names to order the plaques in November so they are available in time for the Holiday Party.

Old Business:

- STEM: The board needs a toolkit from National so our chapter can promote STEM with schools (both elementary and high schools). The goal is that National would provide the tools and the Capitol Club would provide the personnel for mentorship.

President's Opening Comments/Welcome Discussions:

- President Orwan arrived late so each of the Directors provided a recap of their reports.
- Additionally:
 - He asked the BoD to consider if the first Tuesday of the month was the best day to conduct a Board meeting. If you have suggestions or would like to offer a better day then please contact him as soon as possible.
 - He has met with about half the BoD individually and expects to meet with the other half before the next BoD meeting. He will compile comments and present them to the BoD after all members have been contacted.
 - BoD Meeting: He is looking for a streamlined meeting with approximately 20 min of recurring business (Opening Comments, Minutes, Treasurer, etc) and 40 min of new business and ideas. So asked everyone to do their homework and keep all recurring reports short and to the point.
 - Calendar: He would like a calendar on the web site and primarily work to align it with the annual operating plan.
 - Web Site: Each Director to look at the web site, especially pictures of the BoD. He wants "goods, bads, and recommendations to make it better".
 - Business Cards: Would like each Director to have a CC business card. Bill Reed volunteered to develop a template.

- SIPR/JWICS Accounts: If you have a SIPR or JWICS account he would like you to send him the contact info so he can provide info.
 - Constitution & Bylaws: AOC National should approve the new documents at next month's National BoD meeting. President Orwan will leave these in place for six months, then would like to review and modify them as needed to support Chapter business.
 - Treasurer: Pete Friesen, current Treasurer, is leaving the BoD after his term expires. Need a new Treasurer as soon as possible to take over from Pete. President Orwan is looking at adding "Investments" either under the Treasurer or by adding a new Director.
 - Secretary: Bill Reed was asked and accepted the Secretary position.
 - Vice President: Laura Sunden was asked and accepted the Vice President position. She will be sworn in after the meeting.
- President Orwan's Priorities:
- Increase BoD efficiency and effectiveness.
 - Increase membership participation.
 - Increase size of the Board of Directors: He asked everyone to think of someone to add to the BoD. He is bringing on a new BoD member, Major Andrew "Auto" Glass, and would like each of the BoD to bring someone in and would like the BoD to be more diversified, younger, and more experienced.
 - National AOC Board of Directors: Would like to start getting involved with the National BoD.
 - Increase participation of military and government membership.
 - More Sponsors and conduct "Sponsor Thank You" events.
 - Outreach: Would like to "get on the Hill and meet with our Congressmen".
 - Meet with Embassies.
 - Events: "Monthly Luncheons" – Everyone help find a speaker, don't rely on Programs Chair to do all the work. "Webinars" – Consider a webinar for a monthly luncheon. "Town Halls" – When we did them they were great; need to do at least 2 per year. "Holiday Party" – No state of the CC during this primarily social event.
 - Scholarships: Look at high schools as well as Virginia Tech.
 - STEM: Help develop a STEM program for middle schools and elementary schools; high school is too late to develop interest.
- Glorianne notified the CC that they won awards as a "Distinguished Chapter and for the "Greatest Increase in Membership".

New Business:

- No new business discussed.

Joe Durso motioned for the meeting to be closed; Bill Reed seconded; and the motion was approved by the BoD. The meeting closed at 1:30 PM.

The next CC BoD meeting is 3 October at 11:30am at AOC National. All BoD meetings, without classified presentations, are unclassified and open to all members.

Respectfully submitted,
 Bill Reed
 Secretary
 Capitol Club
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