



Capitol Club Chapter Board of Directors Meeting Minutes of December 5th, 2017

Attendees (Quorum = 6):

- Board of Directors: Troy Orwan (P), Bob Lindseth, Bill Reed (S), and Jeff Snyder
Via Phone: Laura Sunden (VP), Pete Friesen (T), Joe Durso, Geoff Leighton, and Donya He
- Members: Shelly Frost (AOC Exec Dir), Glorianne O’Neilin, Mark Heck, Col Don Revell (USMC), and Dennis Fandrei (via phone)

President’s (P) Opening Comments/Welcome Discussions (Troy Orwan):

- President Orwan called the meeting to order at 10:03 AM and welcomed all.
- He said the order of business this day was to ensure plans for the Holiday Party were complete.
- He thanked Bob Lindseth and VP Laura Sunden for the outstanding effort supporting the National Convention with volunteers and the STEM program respectively.
- He noted the Multi-National Forum (MNF) went very well and thanked Geoff Leighton and Tuhin Das (Maple Leaf Chapter President) for conducting an outstanding event. The MNF speaker from Canada was Brigadier General Mazzolin who provided a great presentation and a lively discussion. Final costs for the MNF were \$4700.00. President Orwan suggested looking at a different venue for next year’s MNF due to the high costs of catering with the Marriott Marquis.
- President Orwan noted Mark Heck volunteered to lead a CC STEM committee and that Mike Conshafter was now the Scholarship Program Director.
- President Orwan reiterated his mission for the CC is to “Build Participation, Build Dollars, and Be Relevant in Our Community.”

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

- Minutes for the November meeting were reviewed.
- **Motion/Discussion/Vote:** Bob Lindseth motioned the minutes be accepted as written with Joe Durso seconding. 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 provided the September 2017 financial report as a hardcopy to attendees.

<u>Operating Funds</u>	<u>Starting</u>	<u>Income</u>	<u>Expenses</u>	<u>Balance</u>	<u>Notes</u>
Checking Account:	\$22,751.04	\$ 0.00	\$ 135.00	\$22,615.05	
Money Market:	\$ 1,285.28	\$ 0.05	\$ 0.00	\$ 1,285.33	
Fidelity:	\$35,640.09	\$ 950.70	\$ 0.00	\$ 35,590.79	
Total Operating Funds:				\$60,491.17	
Cash-On-Hand:	\$ 132.75	\$ 0.00	\$ 0.00	\$ 132.75	
PayPal Account	\$ 663.68	\$ --	\$ --	\$ 663.68	
Educational Foundation	Starting	Income	Expenses	Balance	
Savings	\$ 6,546.73	\$ 0.28	\$ 0.00	\$ 6,547.01	

- For the PayPal account, Pete noted there was \$350.92 from Event Fees and \$1,000.00 from a donation by Jeff Snyder. He also received an email from Northrop Grumman for \$1,500 donation for the MNF.
- Joe Durso noted the awards were lower in cost than the CC BoD approved.
- Glorianne said the CC will get some funds from AOC HQ for winning the “Distinguished Chapter” award.
- **Motion/Discussion/Vote:** Bob Lindseth motioned for the Treasurer’s Report to be accepted as written, it was seconded by Troy Orwan, and the motion passed.

Sponsorship Report (Jeff Snyder):

- Jeff Snyder is working to renew those sponsorships that are expiring.
- He noted there were several Cyber companies and asked the BoD to consider awarding a Cyber scholarship the next time, potentially in January 2018. Jeff will contact Liberty Group Venture and Tom Billington about continuing their sponsorships.
- Mike Conshafter is working through some ideas of sponsoring a research project (\$5-\$10K) and will present a concept to the CC BoD shortly.

Programs Report (Kevin Crouse/Donya He):

- Donya He is working a schedule for upcoming speakers with the next meeting anticipated to be sometime in January 2018.

Awards (Joe Durso):

- Joe Durso said the awards/plaques came in significantly under the \$1000.00 approved by the BoD.
- All five of the awardees will attend the Holiday Party to accept their awards. The award for the past president is good.

Outreach/Membership Report (Laura Sunden):

- VP Sunden noted more outreach planning is in the works and to expect an update at the next BoD meeting.

Scholarship Report (Mike Conschafter):

- No report, however the next scholarship will potentially be awarded in January.

Old Business:

- Capitol Club BoD meeting time, dates, and agenda (location)?
 - President Orwan noted Tuesdays from 11:30 to 1:00 every month do not work for him and Auto Glass. He suggested changing the date and time of the meetings to either earlier or later on Tuesday. An alternative is to conduct the meeting without him and Auto when they have competing commitments.
- Bill Reed provided BoD members at the conference their CC business cards. All of the business cards had one error...the zip code for the CC was missing one digit. He will correct the error and email the template to all of the BoD members for them to print out their own cards.
- Capitol Club Holiday Party:
 - President Orwan developed the agenda. The first 30-45 minutes will be networking with the formal portion to start around 12:45. A few minutes about the "CC State of Affairs" by President Orwan followed by "Presentation of the CC Scholarship". "Presentation of the Awards" is next followed by a "Farewell to the Past CC President". Questions/Comments from the floor is the last of the formal portion of the meeting. He expects the formal portion to be complete no later than 1:45 so the attendees can continue Networking until 3:00 PM.
 - Dennis Fandrei advised "all is in place and ready to go" at the Army Navy Country Club (ANCC) for food, drinks, and audiovisual. Bill Reed will coordinate with the ANCC for additional food if required.

New Business:

- Bill Reed asked if the CC was adhering to the Operating Budget. President Orwan said he would review the budget and have an update at the next BoD meeting.
- President Orwan requested an update on how the CC is doing on the "Chapter of the Year" requirements. Bill Reed will have an updated status at the next BoD meeting. President Orwan requested BoD members email him with any suggestions on potential upcoming meetings, presentations, and/or technical sessions.

— Glorianne thanked the CC BoD for all the assistance at the AOC Convention.

Motion/Discussion/Vote: Bob Lindseth motioned for the meeting to be closed, Geoff Leighton seconded, and the BoD agreed to close the meeting at 10:40 AM.

The next CC BoD meeting is the second Tuesday in January (January 9th) at 11:30 AM at AOC National. All BoD meetings, without classified presentations, are unclassified and open to all members.

Respectfully submitted,
Bill Reed
Secretary
Capitol Club
P. O. Box 5333
Alexandria, VA 22313