



## Capitol Club Chapter Board of Directors Meeting Minutes of October 13, 2016

### Attendees (Quorum = 6):

- Board of Directors: Jim Taber (P), Bill Reed (S), Pete Friesen (T), and Kevin Crouse
- Via telephone: Chopper Lamb and Donya He
- Guests: Glorianne O’Neilin, Mike Dolim, and Ken Miller

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

- President Taber called the meeting to order at 12:00 PM and welcomed all. He thanked everyone for making the meeting.
- President Taber noted Bob Lindseth needs volunteers from the CC BoD by October 17<sup>th</sup> as volunteers to help at the 53<sup>rd</sup> AOC Annual International Symposium. He also suggested we reach out to our CC membership to invite them to volunteer and suggested Donya He, Membership Chair, send an email to invite them to volunteer. To receive a complimentary pass (no charge) to the Symposium volunteers need to work a minimum of 10 hours for the free registration. Contact Bob Lindseth if you have questions on what volunteer positions are open.

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

- Minutes for the September meeting were reviewed.
- **Discussion/Motion/Vote:** There was discussion whether President Taber sent out the “Operations Spending Plan”. The minutes were changed to reflect he “will send out” the Plan. Chopper Lamb motioned the minutes be accepted with the change, it was seconded by Pete Friesen, and the minutes were approved with the change. For communications and transparency, the meeting minutes are posted on the Capitol Club web site: [www.dccapitolclub.com](http://www.dccapitolclub.com).

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

- Pete provided the September 2016 financial report (see below for a synopsis):

<u>Operating Funds</u>	<u>Starting</u>	<u>Income</u>	<u>Expenses</u>	<u>Balance</u>
Checking Account:	\$13,255.34	\$6,255.00	\$92.93	\$19,417.41
Money Market:	\$16,282.78	\$ 1.33	\$ 0	\$16,284.11
MM Certificate:	\$20,263.75	\$ 18.88	\$ 0	\$20,282.63
<b>Total Operating Funds:</b>				<b>\$55,984.15</b>
Cash On Hand:	\$132.75	\$ 0	\$ 0	\$132.75
PayPal Account	\$ 0	\$ 0	\$ 0	\$727.65
 <u>Educational Foundation</u>	 <u>Starting</u>	 <u>Income</u>	 <u>Expenses</u>	 <u>Balance</u>
Savings	\$4,542.61	\$ 0.19	\$ 0	\$4,542.80

- **Expenses:** Treasurer Friesen noted the expenses incurred were: \$92.93 for September BoD Lunch.
- **Deposits:** Chapter Support Check from AOC National for \$6255.00 and \$727.65 (\$500.00 from Donna Snyder - Arlington Public Schools Donation and \$250 donation from Jim Taber (for X-COM) on account at PayPal.
- Pete also noted the donations received from August 2015 to July 2016 are on the second page of the September report and will reflect one year of donations (revolving) for each of the monthly Treasurer’s reports.
- Pete is in the process of transferring funds from the Money Market to the newly opened Fidelity Account. The intent is to transfer \$15,000 to the Fidelity Account and leave a small

- amount in the Money Market.
- **Discussion:** Chopper noted that he wanted to make sure the CC can move funds from the Fidelity Account to the Checking Account and back if we need to. Pete will initiate a transfer of funds to ensure the CC can do this. There was also discussion on whether the Fidelity Account required at least two signatures from CC Officers of the BoD (President, Vice President, Treasurer, or Secretary) were needed to move funds to preclude potential fraud or misuse of CC funds. **Action:** Pete will transfer a small amount of funds from the Fidelity Account to the Checking Account to verify no fees are charged. Also, Pete will get with the Fidelity Manager to ensure two CC Officers signatures are required to move funds.
- **Motion/Discussion/Vote:** Kevin Crouse motioned for the Treasurer's Report to be accepted, it was seconded by Chopper Lamb, and the motion passed.

#### **Program Committee Report (Kevin Crouse):**

- Kevin noted that Ray DeMeo spoke last month and only 9 people RSVP'd; Kevin bumped up the count for the caterer to 15, but only 3 people attended. Kevin expects about a \$200.00 loss for this event. One of the issues was Kevin had problems getting the speaker's bio and info to send out to CC membership to increase attendance. Jim Taber noted that it was a good briefing and a good topic.
- The next event is scheduled at Schafer TMD for October 21<sup>st</sup> with Col Jeff Collins, USAF, who is the director for "Air Force CyberWorx", a new venture comprising a public-private design center at the Air Force Academy and focused on cyber capability and disruptive technology.
- Kevin has no firm commitments after October 21<sup>st</sup>. President Taber asked the BoD to provide Kevin names of potential speakers to brief. The BoD needs to reach out to these potential speakers and coordinate with Kevin to pencil the speakers into the program. Kevin needs a title, abstract (if available), date, and a bio (if available) to get the process going.
- The CC Holiday Party is scheduled for Dec 9, 1200-1500 at the Army/Navy Country Club, Arlington, VA. The speaker is Col Carlos Vega, U.S. Army.
- **Discussion:** There was discussion about how to ensure the CC is not losing money from no shows to the events. One way is to have attendees register to attend via PayPal and pay the \$15 luncheon fee. If an attendee is unable to attend and provides at least 24 hours' notice of inability to attend the funds could be refunded. If less than 24 hours' notice of inability to attend then the funds would be defaulted. President Taber and Treasurer Friesen both agreed this would work. The CC will try this method of collecting funds over the course of the next several events.

#### **Sponsorship Report (Jeff Snyder):**

- Jeff Snyder was unable to attend the meeting, but President Taber notified the CC BoD that Terma is now a Premium Sponsor of the CC and will support the Multi-National Forum during the 53<sup>rd</sup> AOC International Symposium. Thanks to Geoff Leighton for working with Terma to accomplish this.

#### **Membership Report (Donya He):**

- Donya noted the CC membership has declined to 860 members with 15 new members.
- She is sending welcome and email reminders to those new members and those on the suspension list.
- Donya noted the younger members are using LinkedIn and Facebook now versus email. Chopper Lamb and others have some concern on what information is put out on "Social Media" sites due to the nature of EW and due to many of our membership having security clearances. President Taber noted that there needs to be several ways to communicate on social media and that what we post should be enough to attract member's interests. The CC has accounts on the following social media sites: Facebook, LinkedIn, Twitter, Pinterest, and Instagram. Donya requested help in publishing to these sites.
- **Action:** President Taber requested Donya call him so he can show her how to get the word out on LinkedIn.

### **Awards Report (Joe Durso):**

- Joe was unable to attend the meeting, but provided his report via email. President Taber read his email. Joe needs the Local Chapter Award Nominees by the end of October. President Taber requested everyone submit at least one name to Joe.

### **Outreach Report (Laura Sunden):**

- Laura was unable to attend, but President Taber noted the next event is a CC Happy Hour on October 27<sup>th</sup> at the American Tap Room (ATR) in Reston. Check the CC web site for more info. Pete Friesen noted the last time we were there we had a great turnout. He noted that it might not have such a good turnout because the CC paid for the food and the drinks. This year the CC is only paying for the food, it is a “no host bar”.

### **Old Business:**

- a. Elections:** Bill Reed was sworn in by President Taber just prior to this BoD meeting on October 13<sup>th</sup>. The rest of the new BoD members (Laura Sunden and Joe Durso) will be sworn in as soon as possible.
- b. MNF at Annual Convention – Sponsor and Speakers:**

**Sponsor:** Thanks to Geoff Leighton, Terma has signed on as a CC Premium Sponsor and will support the MNF. Additional info to follow.

**Speakers:** Vice President Orwan and Ken Miller, Director of Government-Industry Affairs for AOC National, are working to arrange for a speaker and Ken is working with President Taber to develop an advocacy event at the National Convention. The MNF could reinvigorate the Congressional Electronic Warfare Working Group (EWWG) by establishing international working groups potentially with embassies in the DC area. There needs to be discussion on what an international working group would look like, how these groups collaborate, and how these would collaborate with the EWWG. More to follow on this.

- c. Bylaws and Constitution Update:** Chopper Lamb has transcribed the original Bylaws and Constitution (originally scribed on a stone tablet) into a digital format. Bill Reed conducted an initial review of the draft with minor updates. President Taber asked to review the draft and has some minor updates. Once the updates have been resolved, President Taber wants the rest of the CC BoD to review and provide comments. The CC Membership will need to ratify the updated Bylaws and Constitution by a 2/3rds vote.

Due to the special roundtable discussion not all items on the agenda were discussed. President Taber stated we would catch up on those items at the next meeting. Pete Friesen motioned for the meeting to be closed; Kevin Crouse seconded; and the motion was approved by the BoD. The meeting closed at 12:54 PM.

The next CC BoD meeting is November 1<sup>st</sup>, 2016 at AOC HQ. All BoD meetings, without classified presentations, are unclassified and open to all members.

Respectfully submitted,

William Reed  
Secretary  
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