



## Capitol Club Chapter Board of Directors Meeting Minutes of November 7<sup>th</sup>, 2017

### Attendees (Quorum = 6):

- Board of Directors: Troy Orwan (P), Pete Friesen (T), Joe Durso, Bob Lindseth, Geoff Leighton, and Mike Conschafter (via phone)
- Guests: Shelly Frost (AOC Exec Dir), Glorianne O'Neilin, and Dennis Fandrei (CC Member)

### President's Opening Comments/Welcome Discussions (Troy Orwan):

- President Orwan called the meeting to order at 12:00 PM and welcomed all and especially welcomed Shelly Frost AOC National Executive Director.

### Secretary's (S) BoD Historical Minutes Report (Jim Taber stand-in for Bill Reed):

- Minutes for the October meeting were reviewed.
- **Motion/Discussion/Vote:** Geoff Leighton motioned the minutes be accepted as written with Bob Lindseth 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       | \$ 0.00         | \$22,751.04        |              |
| Money Market:                 | \$ 1,285.23     | \$ 0.05       | \$ 0.00         | \$ 1,285.28        |              |
| Fidelity:                     | \$35,579.22     | \$ 60.87      | \$ 0.00         | \$ 35,640.09       |              |
| <b>Total Operating Funds:</b> |                 |               |                 | <b>\$59,676.41</b> |              |
| Cash-On-Hand:                 | \$ 132.75       | \$ 0.00       | \$ 0.00         | \$ 132.75          |              |
| PayPal Account                | \$ 663.68       | \$ --         | \$ --           | \$ 663.68          |              |
| <u>Educational Foundation</u> | <u>Starting</u> | <u>Income</u> | <u>Expenses</u> | <u>Balance</u>     |              |
| Savings                       | \$ 6,546.46     | \$ 0.27       | \$0.00          | \$ 6,546.73        |              |

- Pete noted that the PenFed account needs to be updated with the current officers since we've changed after the election: Bucket to President, Laura to Vice President, and delete Taber from financial account.
- Pete noted there is \$663.68 in the PayPal account that will remain there until after the latest function is completed.
- **Motion/Discussion/Vote:** Bill Reed motioned for the Treasurer's Report to be accepted as written, it was seconded by Geoff Leighton, and the motion passed.

### Sponsorship Report (Jeff Snyder):

- There was no report since Jeff was not able to attend the meeting.

### Programs Report (Kevin Crouse/Donya He):

- There was no report since Kevin and Donya were not able to attend the meeting.

### Awards (Joe Durso):

- Joe said it is crunch time for local awards. The outgoing President's Bowl is being ordered. The awards plaques for the 4-5 awardees are being procured. Name tags need to be updated: Bucket is the new President, Jim Taber is new Immediate Past President, Donya is new Programs lead, Mike Conschafter is Scholarships, and Maj Andrew "Auto" Glass is Member-At-Large. Joe said the cost of the awards and name tags should not exceed \$1000.00.

- **Motion/Discussion/Vote:** Bob Lindseth motioned that to approve up to \$1000.00 for procurement of the awards and name tags, Geoff Leighton seconded, and the motion was passed.

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

- Vice President Sunden noted the STEM event at the Convention needs CC BoD involvement. She would like to get any available CC BoD members to help out at STEM.
- She noted the “Young AFCEA” age is up to 40 years old and asked if the CC and AOC National HQ can look at our “Young Crow” age, which is currently 35, to see if we can revise it.
- Laura noted the face of the CC Club is the web site and asked the BoD to take a look at the CC web site and forward any comments for improvement to Jim Taber and her.
- She noted that LinkedIn is more of a “professional” social media outlet than Facebook and asked if the CC had a LinkedIn account that can be annotated and linked to our CC web site. President Orwan noted that LinkedIn is a good way to connect to others in business.
- Vice President Sunden asked if either PenFed or PayPal issues corporate credit cards and if the CC BoD would consider getting a corporate card so personal finances are kept separate from CC finances.
- **Motion/Discussion/Vote:** Geoff Leighton motioned to procure two (2) credit cards with no ATM access with a limit of \$1500 to be issued to the President and Treasurer with funds on the card to be approved before expenditures occur. Joe Durso seconded the motion. There was discussion on how many cards since the four CC officers (President, Vice President, Treasurer, and Secretary) all have access to the PenFed account. The motion was approved to procure two (2) credit cards with no ATM access with a limit of \$1500 to be issued to the President and Treasurer.
- During the credit card discussion, Pete Friesen (Treasurer) noted that he has a PayPal credit card reader procured for use by the CC for any event it is needed.

#### **Scholarship Report (Mike Conschafter):**

- Mike Conschafter asked the CC BoD to consider expanding scholarships beyond the Hume Center, but continue with the Hume Center scholarships. The “Academic Affiliate” program from VA Tech helps provide funds to support a student who work a project next to a company. He is going to discuss a similar program with George Washington University and John Hopkins University. He needs ideas from the BoD on how to implement such a program if it comes to fruition. He will develop a draft scholarship plan and send to the CC BoD for review.
- He suggested getting Christine from the Hume Center to come brief the CC BoD on this program.
- Shelly Frost, AOC Executive Director, said AOC National would put a panel at the Convention where we could promote our “Academic Scholarships”. President Orwan agreed to be the “panel” point of contact for AOC National.
- VP Sunden wants to provide handouts for information on our Chapter Scholarship at the STEM event during the Convention.

#### **Old Business:**

- AOC National Symposium:
  - Volunteers: Bob Lindseth noted that CC volunteers for the National Symposium had a slow start, but all designated slots for the symposium are now filled.
  - Multi-National Forum: Geoff Leighton noted the speaker has accepted, but we still need sponsors to help offset the costs.
- Capitol Club Holiday Party:
  - President Orwan will develop the agenda.
  - There will not be a speaker for the Holiday Party
  - The Holiday Party is scheduled for 12:00 (noon) to 3:00 PM at the Army Navy Country Club in Arlington, VA.

- Dennis Fandrei noted that there will be finger food for the event and requested the BoD allot a budget for the food and drinks.
- **Motion/Discussion/Vote:** Bill Reed motioned to provide up to \$5,000.00 with \$1,000.00 available to procure additional food if we run short, with a not to exceed amount of \$6,000 for this event. Bob Lindseth seconded the motion and it was approved by the BoD.
- Capitol Club BoD meeting time, dates, and agenda (location)?
  - President Orwan asked the BoD to think about the date and time of the CC BoD meetings. Is the first Tuesday of every month at 11:30 AM the best time? With the impending sale of the AOC HQ building, is there another location that would suffice for a CC BoD meeting?
- November Event with RADM Hill is a classified event and will occur on November 16<sup>th</sup> at Raytheon in Rosslyn, Va.

**Motion/Discussion/Vote:** Bob Lindseth motioned for the meeting to be closed, Geoff Leighton seconded, and the BoD agreed to close the meeting at 1:00 PM.

The next CC BoD meeting is 5 December 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  
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