



Capitol Club Chapter Board of Directors Meeting Minutes of November 1, 2016

Attendees (Quorum = 6):

- Board of Directors: Troy Orwan (VP), Bill Reed (S), Pete Friesen (T), Joe Durso, Laura Sunden, Bob Lindseth, and Geoff Leighton (PP)
- Via telephone: Kevin Crouse and Donya He
- Guests: Glorianne O’Neilin

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

- President Taber was traveling and unable to attend. He asked Vice President Orwan to conduct the meeting. VP Orwan called the meeting to order at 12:00 PM and welcomed all.

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

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

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

- Treasurer Friesen provided the October 2016 financial report as a hardcopy to attendees (see below for a synopsis):

<u>Operating Funds</u>	<u>Starting</u>	<u>Income</u>	<u>Expenses</u>	<u>Balance</u>	
Checking Account:	\$19,417.41	\$35,939.09	\$37,487.73	\$17,868.77	
Money Market:	\$16,284.11	\$ 0.53	\$15,000.00	\$ 1,284.64	
MM Certificate:	\$20,282.63	\$ 6.71	\$20,289.34	\$ 0.00	(MM Closed 10/7/2016)
Total Operating Funds:				\$19,153.41	
Fidelity	\$ 0.00	\$35,211.00	\$ 75.00	\$35,136.00	(\$75 Vanguard onetime fee)
Cash-On-Hand:	\$ 132.75	\$ 0	\$ 0	\$ 132.75	
PayPal Account	\$ 0	\$ 2,000.00	\$ 0	\$ 2,004.10	(Terma sponsor for MNF)
<u>Educational Foundation</u>	<u>Starting</u>	<u>Income</u>	<u>Expenses</u>	<u>Balance</u>	
Savings	\$ 4,542.80	\$ 2,000.20	\$ 0	\$ 6,543.00	

- **Expenses:** Treasurer Friesen noted the expenses incurred were \$37,487.73 for October: \$15,000 transfer to Fidelity Account, \$208.01 check to Kathleen O’Reilly for La Prima Food Group for reimbursement for Happy Hour, \$68.72 check to Bill Reed for October BoD Lunch, \$2000.00 transfer to Education Fund per Raytheon direction to split donation, and \$20,211.00 transfer to Fidelity Account.
- **Deposits:** Total deposits were \$35,939.09 with \$727.65 from PayPal from last month luncheon, \$20,211.44 transfer from close out of the Certificate of Deposit (CD), \$15,000.00 transfer from MoneyMarket Account.
- Pete also noted the donations received from August 2015 to July 2016 are on the second page of the October report and will reflect one year of donations (revolving) for each of the monthly Treasurer’s reports.
- Pete noted that transfer of funds into the newly opened Fidelity Account is now complete.
- **Discussion:** Pete asked how the BoD wanted to see the updates for the Fidelity Account. It was recommended he present the monthly as a “net change” from month to month.
- **Motion/Discussion/Vote:** Bill Reed motioned for the Treasurer’s Report to be accepted, it was seconded by Bob Lindseth, and the motion passed.

Program Committee Report (Kevin Crouse):

- VP Orwan there are three upcoming CC events: Luncheon; a seminar on EW Threats; and the Holiday Party.
- Kevin noted the October 21st event at Schafer with Col Jeff Collins, USAF was a great meeting but had a small turnout. Only 13 attended, but on was a Congressional Staffer.
- Upcoming Events:
 - **16 Nov** – Topic: Commercial Space Situational Awareness; Location: Schafer, Arlington, VA; Time: 11:30-1:00
 - **MNF at Convention** – Air Commodore Gary Martin will be our speaker.
 - **8 Dec** – Topic: EW Threat Update by a US Navy Analyst; Location: Raytheon, Wilson Blvd, Rosslyn; Time: 11:00-2:00. All attendees must register and have an active final SECRET clearance.
 - **9 Dec** – Holiday Party; Speaker: Col Vega, USAF; Topic: “Cyber Security – What’s in it for You”; Location: Army Navy Country Club, Arlington; Time: 12:00 (noon)-3:00.
- VP Orwan stated he had some names for potential speakers he would provide Kevin.
- **Discussion:** There was discussion about an agenda for the Holiday Party. Currently we have awards (20-30 min), a speaker (30-45 min), and potentially a thank you for the CC Sponsors. There was discussion of having more networking time and less at sitting at the tables time. Need further discussion.

Membership Report (Donya He):

- Donya noted the CC membership is back up to 909 members with 32 new members.
- She doesn’t have the latest spreadsheet to see where the new members came from or who is on the suspension list. Glorianne said the spreadsheet should be out shortly.
- Donya noted she has been asked by several potential members if there was a discount for multiple year membership. Currently HQ AOC allows the chapters to sign a new member for \$25 for the first year, but is there a discounted rate for additional years? Glorianne will look into it and provide Donya an answer offline.

Awards Report (Joe Durso):

- Joe needs the Local Chapter Award Nominees as soon as possible. He currently has only two nominations. He stated the CC is not a tuned into the Programs of Record (PORs) as we used to be and that the awards serve to recognize and bridge the gap between government and industry as well as bring in potential members. VP Orwan noted he had a couple of names to provide to Joe. Bill Reed asked if we should approach our industry sponsors to see if they have any individuals they would like to recommend for CC awards.

Outreach Report (Laura Sunden):

- Laura noted the CC Happy Hour on October 27th at the American Tap Room (ATR) in Reston was a great event and brought out 17 attendees. Laura mentioned she would like to have more CC BoD attendance at these happy hours, only 3 BoD members made it.
- There is an opportunity to support “Warrior Ethos” on 17 November. They are having a Black Tie event at the Ritz Carlton, cost is ~\$120/person, but all funds collected go directly to “Warrior Ethos”.

Old Business:

- a. Elections:** Laura Sunden was sworn in by VP Orwan just after this BoD meeting. Joe Durso should be sworn in at the next meeting.
- 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. Nothing additional was discussed at this meeting.

- c. **Bylaws and Constitution Update:** Chopper Lamb has transcribed the original Bylaws and Constitution (originally scribed on a stone tablet) into a digital format. President Taber will hold the update until the January BoD meeting.

Bob Lindseth motioned for the meeting to be closed; Joe Durso seconded; and the motion was approved by the BoD. The meeting closed at 13:02 PM.

The next CC BoD meeting is TBD due to the AOC Symposium. All BoD meetings, without classified presentations, are unclassified and open to all members.

Respectfully submitted,

William Reed
Secretary
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