



# Capitol Club Chapter Board of Directors

Meeting Minutes of March 5<sup>th</sup>, 2018

## Attendees (Quorum = 6):

- BoD In Person: Troy Orwan (P), Pete Friesen (T), Bill Reed (S), Joe Durso, Bob Lindseth
- BoD Via Phone: Geoff Leighton, Laura Sunden (VP), Mark Heck
- CC Members: Leslie Gruis, Glorianne O’Neilin (AOC HQ), and Shelly Frost (AOC Exec Dir)

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

- President Orwan called the meeting to order at 11:59 AM and welcomed all. He had no opening comments.

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

- Minutes for the February meeting were reviewed.
- **Motion/Discussion/Vote:** Bob Lindseth motioned the minutes be accepted as written with Joe Durso seconding. All voted to accept the minutes as written, no opposed.
- 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:	\$13,879.14	\$ --	\$ 6.82	\$13,872.32	
Money Market:	\$ 1,285.39	\$ 0.05	\$ 0.00	\$ 1,285.49	
Fidelity:	\$39,129.40	<b>\$(1,444.85)</b>	\$ 0.00	\$ 37,684.55	Loss due to market drop
<b>Total Operating Funds:</b>				<b>\$54,293.98</b>	
Cash-On-Hand:	\$ 132.75	\$ 0.00	\$ 0.00	\$ 132.75	
PayPal Account	\$ --	\$ --	\$ --	\$ --	
<u>Educational Foundation</u>	<u>Starting</u>	<u>Income</u>	<u>Expenses</u>	<u>Balance</u>	
Savings	\$ 4,047.41	\$ 7,000.31	\$ --	\$ 11,047.72	See Note

- Operating Fund Expenses included: \$6.82 for Check Printing.
- Operating Fund Income: \$0.05 of income from the Money Market. Due to the drop in the stock market, the Fidelity Accounts lost \$1,444.85 of value.
- Educational Foundation Income: Two checks from Raytheon (\$2,000 and \$2,000), AOC National check (\$3,000 for National Conference support) were designated for the Educational Foundation, and \$0.31 of interest income.
- At the January BoD meeting, Jeff Snyder requested a year over year review of the financials. Pete advised the CC provides National a required yearly update of the CC’s financials and provided this report to the BoD for review, see attached.
- **Motion/Discussion/Vote:** Bob Lindseth motioned for the Treasurer’s Report to be accepted as written, it was seconded by President Troy Orwan, and the motion passed unanimously.

## Sponsorship Report (Jeff Snyder):

- No report since Jeff Snyder was not at the meeting.

## Programs Report (Donya He):

- No report since Donya was unable to attend the BoD meeting.
- President Orwan noted he has a couple of speakers lined up for the next few months.

## Awards (Joe Durso):

- Joe noted that all awards are current and complete and that he will be supporting AOC National on the Awards Selection Committee which starts the beginning of May. He also noted there are two awards the CC have been very good at nominating people for:

- Silver Award: Requires 25 years of active AOC membership
- Anton “Tony” Brees Lifetime Achievement Award: Requires 15 years of active AOC membership.
- VP Laura Sunden will scrub the membership roster to identify people who meet the 15 year and 25 year timeline and provide the info to Joe. Joe suggested we discuss these awards at the next BoD meeting.
- Glorianne O’Neilin noted AOC National needs help at getting military nominations. If there is a military person you know that would be a good awardee (doesn’t have to be in the CC or the CC area) then please forward their names and contact info to Joe and Glorianne.

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

- There are 949 active members of the CC. Laura noted we lost 225 members from the mid to end of June.
- She is working with Ken Miller, AOC National Director of Advocacy and Outreach, who is working with the Congressional Electronic Warfare Working Group (EWWG) and the Army caucus to develop a “Winning the EMS” symposium that covers SIGINT/EW/EMS. Ken would like a modern up to date presentation with a panel discussion in the April timeframe at the Capitol Hill Club. Laura will be our CC interface with Ken.
- Laura noted the Cherry Blossom Festival begins March 20<sup>th</sup> and goes to April 15<sup>th</sup>. She suggested having a cruise on the Odyssey during the festival for 20-40 people at a cost of \$20-\$25 per person.
- She also noted there is a “Cherry Blossom Pub” in DC and wanted to know if the BoD would like to have a social event there during the festival. Please contact Laura if interested.

**Scholarship Report (Mike Conschaffer):**

- No report since Mike was not at the meeting.
- President Orwan noted for the BoD to expect a hard copy report shortly.

**STEM Committee Report (Mark Heck):**

- Mark Heck sent the STEM Committee Report to the BoD. It identified the STEM objectives and tied them to the CC Goals. If you did not see it then please contact Mark or President Orwan who will resend it to you.
- Mark said the STEM team will focus on near term success with schools in the local area, especially the 9 schools from the STEM event last fall at National Convention. He assigned follow-up meetings between the STEM Team members and the School STEM Coordinators. The STEM Team will collect info, organize the data, and then show how/what the schools need. He is also looking at assessing multiple counties within the DC area to see what they need and what they want.

**Old Business:**

- a. **BoD Officers:** Secretary Reed will develop a letter that designates the current Officers of the CC BoD to be used to update our financial accounts. **ACTION:** Reed develop CC BoD Officers letter.
- b. **CC Credit Card:** In January, Immediate Past President (IPP) Jim Taber noted the annual fee for the web site was due and he needed to pay the bill. He asked if there was any resolution on obtaining a CC credit card. Treasurer Pete Friesen noted the Pentagon FCU does not provide business credit cards, but he thinks PayPal can provide a credit card for CC use. Pete will check into acquiring a PayPal credit card. VP Laura Sunden researched pre-paid credit cards and noted USAA can provide one for up to \$5,000.00. The web site provider needs to be paid or the web site will be coming down. **ACTION:** This has been discussed since January. The web site provider needs to be paid!
- c. **CY2018 – Goals and Objectives:** No discussion, but President Orwan to send to the BoD for input.
- d. **CY2018 – Calendar of Events/Meetings:**
  - No discussion except for Program events. President Orwan needs write-ups for the MNF and Holiday Party. He would like to publish a newsletter by February 1<sup>st</sup>.
  - For the proposed events, President Orwan would like each of the CC Directors with potential events/meetings to draft a short info paper that covers the event, cost estimate, date, times, and location for his and the BoD to review.
- e. **CY2018 – Budget/Funding Requirements:** No discussion. The write-up for the events/meetings will allow the BoD to program for these.
- f. **STEM Program:** At the January BoD meeting, President Orwan announced Mark Heck as the STEM Director at then asked Mark to develop a paper with proposed budgets. Paper needs to identify responsibilities and duties, personnel, funding required, etc. President Orwan asked Mark to brief the

paper at the next BoD available meeting. **ACTION:** Mark Heck brief STEM at an upcoming BoD meeting.

**New Business:**

- **CC BoD Meeting Dates:** President Orwan cannot attend Tuesday meetings and requested they be changed to the 1<sup>st</sup> Monday of every month. **Motion/Discussion/Vote:** Bob Lindseth motioned for the CC BoD meetings to be changed to the 1<sup>st</sup> Monday of the month, Treasurer Friesen seconded the motion. There was no discussion from the BoD. The motion was voted and approved, the CC BoD will now meet the 1<sup>st</sup> Monday of the month.

**Motion/Discussion/Vote:** Bob Lindseth motioned for the meeting to be closed, Pete Friesen seconded, and the BoD agreed to close the meeting at 12:34 PM.

The next CC BoD meeting is on Monday, April 2<sup>nd</sup> 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

CHAPTER FINANCIAL REPORT

CALENDAR YEAR 2017

DATE: February 2, 2017

Troy Orwan  
Capitol Club  
P.O. Box 25333  
Arlington VA 22313

CHAPTER EIN#: 521235175

A. BEGINNING CASH ON HAND INCLUDING CDs: \$10,350.37

B. RECEIPTS:

REBATES FROM NATIONAL HEADQUARTERS	\$ 6,361.50
ACTIVITIES (Luncheon, Event Deposits)	\$ 2,174.62
LOCAL CHAPTER DUES	N/A
INTEREST ON MONEY MARKET ACCOUNT, CDs	\$ 0.65
TRANSFER FROM EDUCATION FUND	\$ 7,500.00
DONATIONS	\$ 6,862.40
CHAPTER OF THE YEAR	\$ 00.00
SYMPOSIA	\$ 00.00

TOTAL RECEIPTS: \$22,899.17

C. DISBURSEMENTS

OPERATION EXPENSES	\$ 560.41
ACTIVITIES (Luncheons, Town Hall Mtg, Symposia)	\$13,640.72
OTHER (2017 Scholarships)	\$ 5,000.00

TOTAL DISBURSEMENTS: \$ 19,201.13

D. CALCULATED NET WORTH (A + B - C = D) \$ 14,048.41

E. TOTAL CASH ASSETS:

PFCU CHECKBOOK BALANCE (AS OF DEC 31, 2017)	\$ 12,763.02
PFCU MONEY MARKET ACCOUNT (AS OF DEC 31, 2017)	\$ 1,285.39

TOTAL (SHOULD = D) \$14,048.41

FIDELITY INVESTMENT - BALANCE as of 12/31/2017 \$37,011.58

BEGINNING PETTY CASH ON HAND \$132.75

RECEIPTS \$000.00

DISBURSEMENTS \$000.00

END OF YEAR PETTY CASH ON HAND \$132.75

SIGNED: \_\_\_\_\_

**AOC EDUCATIONAL FOUNDATION  
FINANCIAL REPORT**

**CALENDAR YEAR 2017**

**DATE: February 1, 2018**

**Troy Orwan  
Capitol Club  
P.O. Box 25333  
Arlington VA 22313**

**CHAPTER EIN#: 52-1496379**

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**A. BEGINNING CASH ON HAND INCLUDING SAVINGS: \$6,543.55**

**B. RECEIPTS:**

NATIONAL SUPPORT/REBATES	<u>\$5,000.00</u>
CONTRIBUTIONS/DONATIONS	<u>\$ 00.00</u>
INTEREST ON SAVINGS	<u>\$ 3.59</u>
OTHER (DESCRIBE) (Transfer from Operations)	<u>\$ 00.00</u>

**TOTAL RECEIPTS: \$5,003.59**

**C. DISBURSEMENTS**

OPERATION EXPENSES	<u>\$ 00.00</u>
SCHOLARSHIP/ETG AWARDS(2017 scholarships)	<u>\$7,500.00</u>
OTHER (DESCRIBE)	<u>\$ 00.00</u>

**TOTAL DISBURSEMENTS: \$7,500.00**

**D. CALCULATED NET WORTH (A + B - C = D) \$4,047.14**

**E. TOTAL CASH ASSETS:**

PenFed FCU Savings BALANCE (AS OF DEC 31, 2017) \$4,047.24

**TOTAL (SHOULD = D) \$4,047.24**

**SIGNED: \_\_\_\_\_**

**SCHALARSHIP AWARDEES**

**Jonathan Thews**

**Sterling Davis**

**Eric Petrovsky**