



Capitol Club Chapter Board of Directors Meeting Minutes of January 9th, 2018

Attendees (Quorum = 6):

- BoD In Person: Troy Orwan (P), Laura Sunden (VP), Pete Friesen (T), Bill Reed (S), Joe Durso, Mark Heck, and Bob Lindseth
- BoD Via Phone: Donya He, Jeff Snyder, and Jim Taber
- CC Members: Shelly Frost (AOC Exec Dir), Glorianne O’Neilin, Leslie Gruis, John Kolm, and Don Revell

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

- President Orwan called the meeting to order at 12:00 PM and welcomed all. Since there were new people at the meeting he asked everyone to identify themselves.
- He noted his goals for the coming year was to increase membership on the following committees: STEM, Scholarship, and Outreach. He want to bring in new ideas and see a wider effort on conducting the CC’s business.

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

- Minutes for the December meeting were reviewed.
- **Motion/Discussion/Vote:** Pete Friesen motioned the minutes be accepted as written with Bob Lindseth 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:	\$22,615.05	\$2,500.00	\$12,352.03	\$12,763.02	
Money Market:	\$ 1,285.33	\$ 0.06	\$ 0.00	\$ 1,285.39	
Fidelity:	\$36,590.79	\$ 420.79	\$ 0.00	\$ 37,011.58	
Total Operating Funds:				\$51,059.99	
Cash-On-Hand:	\$ 132.75	\$ 0.00	\$ 0.00	\$ 132.75	
PayPal Account	\$ 663.68	\$ --	\$ --	\$ 1,350.92	
Educational Foundation	Starting	Income	Expenses	Balance	
Savings	\$ 6,547.01	\$ 0.23	\$ 2,500.00	\$ 4,047.24	

- Since there were new people at the BoD meeting, Pete noted that the CC finances are in two separate accounts: 1) the Operating Funds for normal operation of the CC and 2) the Educational Foundation which is a non-profit account for the CC educational scholarships. By law these account must remain separate.
- Pete noted that he needs to contact Kevin Crouse to determine how much cash-on-hand Kevin has that he uses to cover the luncheon meetings at Schaffer.
- Operating Fund Expenses included: \$4,699.50 to Marriott for the MNF; \$2,500 to Eric Petrosky for Scholarship; \$764.80 to Joe Durso for Awards/Placques; \$4,387.73 to Army Navy Country Club (ANCC) for Holiday Party.
- Educational Foundation Expenses included: Transfer \$2,500 to Operating Funds for the Scholarship Award.
- Jeff Snyder advised that he has requested additional funds from Raytheon. He also noted there is \$1,000 coming to cover web site sponsorship by the Arlington Public Schools, KCW Design, Billington Cyber, and Liberty Group. This funding maintains their sponsorship at the \$250 level to remain on our web site.
- Pete noted the promises for funds to support the MNF have not yet been received.

- President Orwan noted AOC National is providing funds in recognition of CC support for the Convention.
- **Motion/Discussion/Vote:** Bob Lindseth motioned for the Treasurer's Report to be accepted as written, it was seconded by Joe Durso, and the motion passed.
- Jeff Snyder made one last comment when he 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 this report might satisfy the year over year review.

Sponsorship Report (Jeff Snyder):

- Jeff Snyder is working to renew those sponsorships that are expiring as well as several new sponsorships.

Programs Report (Donya He):

- Donya He is working a schedule for upcoming speakers with the next meeting anticipated to be sometime in February 2018. She is working an enabling technology talk that Curtiss Wright will host and sponsor.
- Donya is working to have another "Deep Learning" session in March.
- President Orwan noted he has contact info for potential speakers for the April/May time frame.
- Jeff Snyder recommended getting Travis Slocum as a future speaker/presenter and suggested starting at least 60 days in advance to get on his calendar. President Orwan noted that to get a high level OSD speaker it must be worked at least 90 days in advance. Jeff said Raytheon would host future speakers, so let him now the upcoming schedule to arrange a venue.
- President Orwan discussed a potential event that would identify "Industry perspectives on IW–Cyber–EW" and where they are going from an industry perspective. He recommended an event that tackles how to integrate these three and the technologies to deliver the effects required. Jeff said he and Mark Heck would work this effort.

Awards (Joe Durso):

- Joe said the awards ceremony at the Holiday Party was well executed and an outstanding event. The military personnel representing those domains and Services opened up discussion at the party that the CC should capitalize on.
- Joe noted he needs to know how many CC speakers gifts (hockey pucks) are out there and who has them so he can preposition some for our future speakers. **ACTION to All:** If you have any Hockey Pucks please let Joe know.

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. She is working to schedule a CC Happy Hour around March 15th which is around the same time as the Cherry Blossom Festival. Laura would like to identify funding to support these events. She noted there was an excellent turn out for the Top Golf event and that it was very successful partially because Raytheon paid for the food.
- She noted that "Lakeshore Learning" provides STEM books and suggested raising funds to procure leave behind STEM books to schools/students that the CC works with. She said the price is ~\$100 for STEM focused books. President Orwan said we need to get more people in charge of STEM and will institute a "STEM Committee" to get the work done. He noted that Mark Heck had volunteered to be the STEM Director and would be develop the committee.
- President Orwan noted that March is "Spring Break" time and to watch what days are picked for the happy hour. He also would like to make is a membership drive vice just a happy hour event. VP Sunden will look at scheduling the Mount Vernon Country Club around the Cherry Blossom events. She said the CC will not be charged for the venue (meeting room), but if anyone wants to play golf then they would have to pay for golf.

Scholarship Report (Mike Conschafter):

- No report.

Old Business:

- a. Capitol Club BoD meeting time, dates, and agenda (location)?: No discussion
- b. Capitol Club Holiday Party: President Orwan noted the holiday party was an excellent event. He asked for Dennis Fandrei's home address so we can send a letter of appreciation for Denny's efforts with the ANCC. **ACTION:** Bill Reed to provide President Orwan the address.

New Business:

- a. CY2018 – Goals and Objectives: No discussion, but Pres Orwan to send to BoD for input.
- b. CY2018 – Calendar of Events/Meetings:
 - No discussion except for Program events. President Orwan needs a write-ups for the MNF and Holiday Party. He would like to publish a newsletter by February 1st.
 - 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.
- c. CY2018 – Budget/Funding Requirements: No discussion. The write-up for the events/meetings will allow the BoD to program for these.
- d. STEM Program: President Orwan announced Mark Heck as the STEM Director and 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 meeting in February. **ACTION:** Mark Heck brief STEM at next BoD meeting.
- e. Scholarship Program: President Orwan and Mike Conschafter are working to update the scholarship program.

Additional Discussions:

- President Orwan noted he would like to have committee meetings separate from the CC BoD meetings to develop ideas (who's, what's, how's, and how much's) then the committee director should put the information before the BoD.
- President Orwan noted there was a Chapter President's meeting on January 18th. He cannot attend and asked BoD members if they could.
- Glorianne noted elections for AOC National BoD is slated to start soon. If you have a desire to serve on the National BoD please let President Orwan know so we can work the effort. Glorianne said the election is in April 2018. There are 2 At-Large positions and the Mid-Atlantic Director position openings. Glorianne also noted that National has a new web site with new content and suggested everyone take a look and provide comments to her and Brock.
- Jeff Snyder suggested we need to adjust our CC web site. All members of the BoD agreed. VP Sunden is working it. Jeff said the majority of our company sponsors on the web site are cyber companies and that we need to address their concerns by providing more cyber content. He said we need to address cyber in our STEM efforts. It was suggested we develop a new page specifically for the STEM effort (or Cyber effort). IPP Jim Taber and VP Sunden will set up a meeting to develop a proposal to present to the BoD at the next meeting. In addition, President Orwan said the BoD pictures need updating.

Motion/Discussion/Vote: Bob Lindseth motioned for the meeting to be closed, Pete Friesen seconded, and the BoD agreed to close the meeting at 1:05 PM.

The next CC BoD meeting is the **second Monday in February (February 12th)** 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
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