



Capitol Club Chapter Board of Directors Meeting Minutes of September 6, 2016

Attendees (Quorum = 6):

- Board of Directors: Jim Taber (P), Troy Orwan (VP), Bill Reed (S), Pete Friesen (T), Bob Lindseth, Joe Durso, Donya He, Jeffrey Snyder, and Laura Sunden
- Via telephone: Chopper Lamb, John Irza, and Kevin Crouse
- Guests: Glorianne O’Neilin, Mike Dolim, Ken Miller, and Jim Talley

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

- President Taber called the meeting to order at 12:04 PM and welcomed all. He thanked everyone for making the meeting.
- He reminded everyone the last date to vote in the AOC National Elections is September 30th. If you haven’t vote then you need to!
- He also reminded everyone that to be a member of the Capitol Club Board of Directors you have to be a member in good standing with AOC National.

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

- Minutes for the August meeting were reviewed.
- **Motion/Discussion/Vote:** Bob Lindseth motioned the minutes be accepted, it was seconded by Vice President Troy “Bucket” Orwan, and the minutes were unanimously approved 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):

- Pete provided both the August 2016 financial reports (see below for a synopsis):

<u>Operating Funds</u>	<u>Starting</u>	<u>Income</u>	<u>Expenses</u>	<u>Balance</u>
Checking Account:	\$13,516.88	\$296.80	\$558.34	\$13,255.34
Money Market:	\$16,281.40	\$ 1.38	\$ 0	\$16,282.78
MM Certificate:	\$20,244.87	\$ 18.88	\$ 0	\$20,263.75

Total Operating Funds: \$49,801.87

Cash On Hand:	\$132.75	\$ 0	\$ 0	\$132.75
PayPal Account	\$ 0	\$ 0	\$ 0	\$ 0

<u>Educational Foundation</u>	<u>Starting</u>	<u>Income</u>	<u>Expenses</u>	<u>Balance</u>
Savings	\$4,542.41	\$ 0.20	\$ 0	\$4,542.61

- Expenses: Treasurer Friesen noted the expenses incurred were: \$82.58 for August BoD Lunch and \$92.93 for the September BoD Lunch to Bill Reed and \$475.76 to La Prima Catering for two Informational Meeting Luncheons.
- Deposits: There were two deposits into checking of \$46.80 and \$250.00 for a total of \$296.80. He received the Chapter Support Check from AOC National for \$6255.00 and will deposit it shortly.
- Pete also noted the donations received from August 2015 to July 2016 are on the second page of the August report and will reflect one year of donations (revolving) for each of the monthly Treasurer’s report. Jeff Snyder said the donations were great, but the real

problem is converting the sponsors into long term donors and supporters. He rhetorically asked “How do we keep the sponsors and companies engaged throughout the year?” Several ideas were discussed but nothing resolved. This should be a discussion topic for a future meeting.

- President Taber mentioned he will send out the “Operations Spending Plan” via email and noted at the BoD meeting that we are well within our planned operating budget. Check your email for the document.
- **Motion/Discussion/Vote:** Bob Lindseth motioned for the Treasurer’s Report to be accepted, it was seconded by Vice President Troy Orwan, and the motion unanimously passed.

National Convention Updates:

- President Taber introduced Mr. Jim Talley, a long time AOC member and a guest at today’s BoD meeting. Mr. Talley has been a CC volunteer at the Reception Desk during the last several AOC National Conventions. Bill Reed, former volunteer coordinator for the Reception Desk, is unable to be at the National Convention this year so Mr. Talley has graciously accepted to take on that position this year.

Special Topic – Roundtable on Board Effectiveness:

- President Taber asked the BoD to individually answer a couple of questions: “How is the CC BoD doing?” and “Are we successful as a BoD? What can we do to improve?”
- Comments included:
 - More member participation.
 - Tie our efforts back into a Service specific area.
 - Get networking between Service (uniformed personnel) and our Sponsors.
 - Shift the CC BoD and web site to add more Cyber.
 - Identify that our primary customer is the DoD.
 - Build relationships with our sister units/chapters.
 - Sponsor engagement such as an Industry Day or Industry Reception.
 - Get more involved as a Chapter into STEM.
 - Set up committees for STEM, Industry, etc.
 - Re-energize holding technical symposiums to get the Service Labs involved.
 - Old ways of contacting members are not working (i.e., email), so need to look at Social Media to connect with our members, sponsors, and/or DoD.
 - Have a booth at one (or more) of the Regional Conferences.
 - More technical discussions for the engineers who want to get into the nitty gritty.
- All of these comments will need to be examined and fleshed out for potential action.

Program Committee Report (Kevin Crouse):

- Kevin was on the phone for this BoD. He is having challenges getting speakers to commit to dates. He has several speakers in the works, but no dates solidified.
- 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.
 - Dec 9, 1330-1530: CC Holiday Party at Army/Navy Country Club, Arlington, VA.

Old Business – Elections/Nominations Committee:

- Pete Friesen, Bob Lindseth, and Norm Balchunas of the Nominations/Elections Committee wrapped up the 2016 Elections.
 - Joe Durso, Bill Reed, and Laura Sunden were elected to fill the three BoD positions.

- There were only 19 votes cast for this year's elections. President Taber noted that the CC should do things differently next year to try to increase voting. For instance there is a voting application (<https://electionbuddy.com/>) that charges \$99.00 to conduct an election. More to follow on this effort.

Old Business – Investments:

- Joe Durso researched and organized a set of investment options for the board to vote on. We have ~\$36k in "unrestricted" funds sitting in low interest bearing accounts.
- **Motion:** Joe motioned to invest half our assets into the Fidelity Total Bond Fund (Symbol: FTBFX) and half into the Vanguard Intermediate-Term Investment-Intermediate Term Bond Index Fund Investor Shares (Symbol: VBIX). It was seconded by Bob Lindseth.
- **Discussion:** There was discussion on whether we should put all of the money or part of our money into these low fee, no-load, bond funds. Additional discussion ensued on the total liquidity provided through these proven fund families.
- **Vote:** After the discussion, the BoD voted. Twelve votes were cast, 11 for the motion, 1 against the motion. The motion passed with one dissenting vote (whose concern focused on investing slightly less than all of the \$36,000 in unrestricted funds, thereby retaining slightly more cash on hand.)
- Next Step: Treasurer Pete Friesen and Joe Durso will work together to execute the proper procedures resulting in the opening of the Fidelity and Vanguard accounts, while transferring current funds from existing fixed-income accounts into these two no-load bond mutual funds.

New Business – MNF at National Conference:

- Ken Miller, Director of Government-Industry Affairs for AOC National, 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.

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. Bob Lindseth motioned for the meeting to be closed; Troy Orwan seconded; and the motion was unanimously approved by the BoD. The meeting closed at 1:07 PM.

The next CC BoD meeting is October 4th, 2016 at AOC HQ. All BoD meetings, without classified presentations, are unclassified and open to all members.

Respectfully submitted,

William Reed
Secretary
Capitol Club
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