



Capitol Club Chapter Board of Directors

Meeting Minutes of April 2, 2018

Attendees (Quorum = 6):

- BoD In Person: Troy Orwan (P), Pete Friesen (T), Bill Reed (S), Bob Lindseth
- BoD Via Phone: Geoff Leighton, Laura Sunden (VP), Mark Heck, Jeff Snyder, Donya He, Jim Taber
- 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 12:04 PM and welcomed all. He had no opening comments.

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

- Minutes for the March meeting were reviewed.
- **Motion/Discussion/Vote:** Bob Lindseth motioned the minutes be accepted as written with Pete Friesen 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:	\$13,872.32	\$1,750.00	\$ 0.00	\$15,622.32	
Money Market:	\$ 1,285.39	\$ 0.05	\$ 0.00	\$ 1,285.54	
Fidelity:	\$37,684.55	\$(957.93)	\$ 0.00	\$ 36,726.62	Loss due to market drop
Total Operating Funds:				\$54,293.98	
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	\$11,047.72	\$ 0.42	\$ --	\$11,048.14	

- Operating Fund Income: \$1,750.00 of income from a \$1,500.00 donation from Northrop Grumman for the MNF event and \$250.00 from JHNA as a sustaining donor in the CC web site. Due to the drop in the stock market, the Fidelity Accounts lost \$957.93 of value.
- Educational Foundation Income: \$0.42 of interest income.
- Pending PayPal expense: There is a pending expense of \$119.60 for the CC web site fee.
- **Motion/Discussion/Vote:** Bob Lindseth motioned for the Treasurer’s Report to be accepted as written, it was seconded by Geoff Leighton, and the motion passed unanimously.

Sponsorship Report (Jeff Snyder):

- The \$1,500.00 Northrop Grumman contribution in March was targeted for their sponsorship of the CC web site.
- Jeff also noted \$1,000.00 is on the way that will cover \$250.00 donations for web site sponsorship for Liberty Group Ventures (LGV), KCW Design Group, Billington CyberSecurity, and Arlington Public Schools.

Programs Report (Donya He):

- Donya noted there are no meetings planned to date. She will connect with Kevin Crouse to see if he has anything planned. If anyone has potential speakers then send their names and contact info via email to Donya.
- Jim Taber noted that Schaeffer is no longer hosting the CC at their facility and suggested taking a look at Raytheon to host the next several events.
- President Orwan said the CC needs to look for office space to have our Informational Membership meetings. If we do them on a military facility then all attendees will need to be either escorted or have a

CAC card to enter. There was some discussion on whether a CAC card is needed to have an event at Ft. Belvoir.

- Vice President Laura Sunden can secure the Mount Vernon Country Club (MVCC) almost anytime we need it. Parking is free and event room would be free but the CC will need to pay for any food. She said it can handle 15-40 attendees without a problem. MVCC can provide a buffet and cash bar Tuesday through Friday, but not on Monday. They also have audiovisual equipment available.
- Jeff Snyder noted that TDI would also provide space for meetings and potentially events.

Awards (Joe Durso):

- Joe Durso was unable to attend this meeting, but in March 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:
 - o Silver Award: Requires 25 years of active AOC membership
 - o Anton “Tony” Brees Lifetime Achievement Award: Requires 15 years of active AOC membership.
- VP Laura Sunden was going to scrub the membership roster to identify people who meet the 15 year and 25 year timeline and provide the info to Joe.

Outreach/Membership Report (Laura Sunden):

- Laura checked on having a cruise on the Odyssey and noted that prices are more expensive this time of year due to the Cherry Blossom Festival. She said a sit down lunch would be about \$880.00. She also noted the Spirit of Washington could put on a buffet for 20-40 people at a cost of \$20-\$25 per person for the two hour cruise. There was discussion whether a buffet or sit down would be better. Result was for Laura to check into booking the Spirit of Washington for a 2 hour cruise with buffet and cash bar sometime around April 25th-26th for a cost of approximately \$30-\$35 per person. There was discussion of getting a sponsor for the event to offset the cost to the attendees. President Orwan will send out an invite to the other local chapters once a date is set to see if they would like to attend
- The EWWG event Laura is working with Ken Miller has been pushed out to July.

Scholarship Report (Mike Conschaffer):

- No report since Mike was not at the meeting.

STEM Committee Report (Mark Heck):

- Mark Heck 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 completed their assignments and collected through surveys showing how/what the schools need.
- Don Revel, Col-Ret, USMC, briefed STEM at the Citadel and put in a plug for the AOC STEM program.
- Leslie Gruis attended a Montgomery County Public Schools STEM team meeting on March 15th. She said STEM initiative there is above and beyond their school curriculum and that students are interested in taking a tour of the National Electronics Museum in Baltimore as well as other tours. She is developing a relationship with the teachers and doing a listen & learn at the moment.
- Mark Heck attended a Wakefield HS STEM team meeting to determine what they need.

Old Business:

- CC Credit Card:** Treasurer Friesen notified the CC BoD that we now have a debit card to pay bills.
- CY2018 – Goals and Objectives:** No discussion, but President Orwan to send to the BoD for input.
- 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 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.
- CY2018 – Budget/Funding Requirements:** No discussion. The write-up for the events/meetings will allow the BoD to program for these.
- 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.

- f. **CC BoD Meeting Dates:** President Orwan cannot attend Tuesday meetings and requested they be changed to the 1st Monday of every month. **Motion/Discussion/Vote:** Bob Lindseth motioned for the CC BoD meetings to be changed to the 1st 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 1st Monday of the month.

New Business:

- No new business items discussed.

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

The next CC BoD meeting is on Monday, May 7th at 11:30 AM at AOC National. All BoD meetings, without classified presentations, are unclassified and open to all members and are now scheduled for the first Monday of the month.

Respectfully submitted,
Bill Reed
Secretary
Capitol Club
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