



Capitol Club Chapter Board of Directors Meeting Minutes of March 7, 2017

Attendees (Quorum = 6):

- Board of Directors: Jim Taber (P), Pete Friesen (T), Joe Durso, Bob Lindseth, Bill Reed (S), and Troy Orwan (VP)
- Via telephone: Kevin Crouse, Donye He, and Laura Sunden
- Guests: Mike Dolim, Glorianne O’Neilin, and Mark Heck (Raytheon)

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

- President Taber called the meeting to order at 11:59 AM and welcomed all and especially welcomed Mike Dolim, Glorianne O’Neilan, and Mark Heck.

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

- Minutes for the February meeting were reviewed. There were several corrections to the minutes for Secretary Reed to make.
- **Motion/Discussion/Vote:** Joe Durso motioned for the minutes with corrections to be accepted, Bob Lindseth seconded, and the minutes were passed with corrections.
- For communications and transparency, the meeting minutes are posted on the Capitol Club website: www.dccapitolclub.com.

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

- Treasurer Friesen provided the February 2017 financial report as a hardcopy to attendees (see below for synopsis):

<u>Operating Funds</u>	<u>Starting</u>	<u>Income</u>	<u>Expenses</u>	<u>Balance</u>	<u>Notes</u>
Checking Account:	\$ 10,791.35	\$2,598.80	\$ 115.05	\$13,275.10	
Money Market:	\$ 1,284.80	\$ 0.05	\$ 0.00	\$ 1,284.85	
Fidelity:	\$34,454.83	\$ 272.54	\$ 0.00	\$ 34,727.38	
Total Operating Funds:				\$49,287.33	
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	\$ 4,043.73	\$5,000.30	\$0.00	\$9,044.03	

- **Expenses:** Treasurer Friesen noted the expenses incurred were \$118.05 for January: \$95.13 check to Bill Reed for lunch and \$19.92 check to Jim Taber for Eventbrite Charges.
- **Income:** Pete noted income was \$250.00 from JHNA, Inc; \$2427.20 donation from Mr. Joe Schramm (Beyond Trust), and \$171.60 from the January luncheon.
- Donations received to-date were also included on the second page of the submitted report.
- **Motion/Discussion/Vote:** Bob Linseth motioned for the Treasurer’s Report to be accepted, it was seconded by Joe Durso, and the motion passed.

Program Committee Report (Kevin Crouse):

- Completed Events:
 - o **Feb 28** – Kevin noted the “Update on CREW” by Commander Scott Oliver at Schafer, Arlington, VA was very informative. There were 22 attendees.
- Upcoming Events:
 - o **Mar 9** – Mr. Ed Francis, PEO EW Systems will present “EW Planning and Management Tool”; Location: Schafer, Arlington, VA; Time: 11:30-1:00
 - o **Apr 4** – Event is tentative scheduled at Raytheon, Rosslyn, VA; Time: 11:30-1:00.

- **Apr 12** – Joe Schramm with Beyond Trust to speak on “Privileged Access in DoD Systems”, Location: Schafer, Arlington, VA; Time 11:30-1:00.
 - **Early May** – Unclassified/NOFORN presentation by Curtis-Wright Corporation at the local Curtis-Wright facility.
 - **Dec 8** – Capitol Club Holiday Party (Back-up date Dec 15)
- **Discussion:**
- Kevin noted the transition to “online registration” for the luncheons worked very well with approximately half of the attendees using online registration. He noted that he was looking to be at 100% online registration over this coming year. He said it takes the human out of the loop and makes it easier for the Schafer staff to process the attendees. President Taber noted this and directed registration fee be raised to \$20.00 so the Event Brite (web site we use to register attendees) fees are included in the registration. Currently the CC is losing money with each online registration (about \$1.60 per person).
 - President Taber asked Kevin and Laura if they were receiving updates when people register online for the events. If not, Jim will work with the individual so that they will.
 - Kevin needs information from Mr. Joe Schramm from Beyond Trust for the April 12th luncheon. Mark Heck volunteered to contact Mr. Schramm to get the info Kevin needs to post to the web site for this event.
 - Bill Reed asked the BoD whether to reserve the Army Navy Country Club (ANCC) for the 2017 Holiday Party and what date would be preferred and what the alternate date should be. The BoD approved the Holiday Party at the ANCC and asked for Dec 8th as the primary date with a back-up of Dec 15th. Bill will contact Dennis Fandrei and pass along the request.
 - President Taber met with the Virginia Tech folks from the Hume Center about hosting a Technical Forum/Symposium. Tentative schedule would be the end of May. The draft agenda would have grad students present a 30 minute session of their work. Bill Reed suggested we have potential government or industry presenters to allow for a two-way flow of information, so the grad students get something out of the event as well. The Technical Forum/Symposium should last at least 4 hours so it would be a half day event.
 - President Taber noted he had a meeting with the Australian Embassy and would like to move forward for an April/May Multinational Forum at the Australian Embassy. More to follow on this.

Outreach/Membership Report (Laura Sunden/Donye He):

- Laura Sunden, the Outreach Director, noted there were only 10 attendees at the Feb 9th event at Clydes. She felt this was a low turnout for the event.
- Laura is looking into partnering with other organizations (i.e., NDIA/SOLIC) for a Mar 30th event at the Crystal City Sports Club to improve networking opportunities.
- She is looking at:
 - April 12th: Bravo Restaurant in Alexandria (Old Town)
 - May 31st: Joint event with the Maple Leaf Chapter during CANSEC. Geoff Leighton may be the CC representative for this event.
 - Jun 27th: Top Golf
- Discussion: Mark Heck asked the reason for these Outreach events: For networking? For new member to meet and greet? The answer is both. He suggested a joint event with an Intel organization at a Pentagon City location. President Taber suggested we all have the dates and we, the BoD, need to invite someone that others might be interested in networking with so there is a reason for people to come. Mark suggested increasing our contacts through social media. Laura volunteered to start a Facebook and possibly LinkedIn pages.

- The CC club currently has 936 members.

Old Business:

- a. Vote on Draft Bylaws and Constitution:** President Taber noted that Chopper Lamb has done exceptionally well in drafting the new Bylaws and Constitution. Changes discussed at the February 2017 meeting were made by Chopper and the Bylaws and Constitution were sent to the BoD via email for a second review. President Taber asked if anyone had additional changes and if the current documents were ready for submittal to the membership. The BoD agreed they were ready for membership review and both documents should be emailed to members for an online vote. There was a recommendation to send the documents out as soon as possible and allow 30 days for review and comment. Online voting would take place in April. Bill Reed recommended votes should go to three of the CC officers (Bill Reed as the recording secretary, Chopper Lamb as the writer of the documents, and Troy Orwan as the CC Vice President).
- b. Vote on 2017 Operating Plan:** President Taber thanked Mike Dolim and Glorianne O’Neilin for the AOC HQ contribution to the CC Educational Fund as a result of the CC volunteers working at the Annual Symposium. Peter Friesen motioned for the 2017 Operating Plan to be accepted as proposed, it was seconded by VP Troy Orwan, and unanimously approved by the BoD.
- c. Update on possible Symposium with VT:** See above discussion in the Program Committee Report. President Taber met with the Virginia Tech folks from the Hume Center about hosting a Technical Forum/Symposium. Tentative schedule would be the end of May. In addition, a future Town Hall was discussed with the possibility of it occurring at CACI.

New Business:

- a. Form Nominations & Elections Committee:** President Taber requested volunteers for the Nominations & Elections Committee. Bill Reed pointed out those running for office cannot be on the Elections Committee and that there should be three people on the Committee. Bill Reed, Bob Lindseth, and Jim Taber volunteered to run the Nominations and Elections Committee. The Committee will provide a Nominations Report at the April BoD meeting.

Pete Friesen motioned for the meeting to be closed; Troy Orwan seconded; and the motion was approved by the BoD. The meeting closed at 12:56 PM.

The next CC BoD meeting is 11 April which is the second Tuesday in April (nonstandard meeting date). All BoD meetings, without classified presentations, are unclassified and open to all members.

Respectfully submitted,
William Reed
Secretary
Capitol Club
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