



## Capitol Club Chapter Board of Directors Meeting Minutes of November 13, 2018

### Attendees (Quorum = 6):

- Board of Directors: Troy Orwan (P), Bill Reed (S), Pete Friesen (T), Joe Durso, Geoff Leighton, Bob Lindseth
- Via Phone: Laura Sunden (VP), Don Revell, Leslie Gruis, Buddy Tucker
- Guests: Blaine, John Evans, Eric Colon

### President's Opening Comments/Welcome Discussions:

- President Orwan called the meeting to order at 5:31 pm and welcomed all. He had no comments.
- President Orwan introduced Mr. John Evans a new Crow who works in the realms of cyber, cyber security and cyber forensics. Everyone around the room was asked to introduce themselves.

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

- Minutes for the October 2<sup>nd</sup> BOD meeting were reviewed.
- **Motion/Discussion/Vote:** Geoff Leighton motioned the minutes be accepted as written with Laura Sunden providing the second. All agreed to accept the minutes as written.
- 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):

- Pete Friesen was unable to attend the meeting, but provided an advance copy of the Treasurer's Report for review.

<u>Operating Funds</u>	<u>Starting</u>	<u>Income</u>	<u>Expenses</u>	<u>Balance</u>	<u>Notes</u>
Checking Account:	\$12,121.73	\$9,191.50	\$ (73.07)	\$21,240.16	Check #1180
Money Market:	\$ 1,285.87	\$ 0.05	\$ 0.00	\$ 1,285.92	
Fidelity:	\$40,813.64	\$(2,831.17)	\$ 0.00	\$37,982.47	Decrease in Market Value
<b>Total Operating Funds:</b>				<b>\$60,508.55</b>	
Cash-On-Hand:	\$ 132.75	\$ 0.00	\$ 0.00	\$ 132.75	
PayPal Account	\$ 760.92	\$ 0.00	\$ 0.00	\$ 760.92	
<b>Educational Foundation</b>	<b>Starting</b>	<b>Income</b>	<b>Expenses</b>	<b>Balance</b>	
Savings	\$11,050.93	\$ 0.35	\$(2,500.00)	\$8,551.28	

- Operating Fund: Expenses were \$73.07 which included a \$73.07 check (#1180) to Bill Reed for August BoD Lunch. Income included a \$2500.00 transfer from the Educational Foundation for the Fall Scholarship and \$6,691.50 Chapter Rebate from National AOC.
- Educational Foundation: \$0.35 of interest income and a \$2500.00 transfer to the Operating Fund to cover the Fall Scholarship funds.
- 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.
- Joe Durso talked about market swings and said if the BoD didn't like the index fund then they should let him know so he can make some additional recommendations.

### STEM (Leslie Gruis):

- Leslie sent a report from Barry Fell who volunteered to work with Maryland High Schools. Barry

- asked MITRE, his employer, for volunteers to support the National Conference.
- Leslie noted there will be a “Crypto Analysis Challenge” for the STEM event.
- She will be going to Wakefield H.S. to talk to the STEM and Math Clubs.

#### **Sponsorship Committee Report (Jeff Snyder):**

- Jeff Snyder could not make the meeting. No report was provided.

#### **Program Committee Report (Donya He):**

- Donya He was not present, so the discussion was led by Troy Orwan (P) and Geoff Leighton
- Geoff reported that the next speaker program is scheduled for November 20<sup>th</sup>, Carlyle Crescent Center, 5:30-7:00 PM with Bob Snyder as the potential speaker.
- Geoff noted the Multi-National Forum (MNF) would be hosted at the Canadian Embassy on November 29<sup>th</sup> from 4:00 to 7:30 PM. The Maple Leaf Chapter will co-host the event with the Capitol Club. Several Canadian speakers have been lined up. Geoff noted that he provided the Canadian Embassy with all the CC BoD members emails and that the Embassy was sending RSVPs. Attendees need to respond to the Embassy invitation if you are planning to go since there is a limited number allowed to attend.

#### **Web Site (Buddy Tucker):**

- Mr. Buddy Tucker has volunteered to manage the CC Web site. He noted that EventBrite would not be used for RSVPing to the MNF on Nov 29<sup>th</sup>. Geoff was unsure how many CC members had signed up for the MNF, but 5 or 6 of the BoD members noted that they planned to attend.
- Buddy talked about the CC Linked In site and recommends closing down the Facebook and Linked In interactive groups and re-emerge as a company site. President Orwan requested he study this effort and have one point to register EventBrite with the CC web site, so there would only be one place to register for events. There was a recommendation to use PayPal for the payment site.
- **Motion/Discussion/Vote:** President Orwan motioned to close down extraneous web sites and re-establish the web sites the CC needs. Don Revell seconded the motion. With the previous discussion, the BoD decided to go directly to voting on the motion. The motion was passed unanimously by the BoD.
- President Orwan noted that the Holiday Party on Friday, Dec 14<sup>th</sup> at the Army Navy Country Club (ANCC) in Arlington needed to be put up on the web site.

#### **Awards Report (Joe Durso):**

- Joe Durso noted the slate of candidates for awards would be finalized tomorrow. Joe will order plaques in time for the Holiday Party. President Orwan noted he had two names to add to the candidates list. Joe also noted that he ordered a plaque to give to the Canadian Embassy for supporting the CC and having the MNFs at their venue.

#### **Outreach Report (Laura Sunden):**

- Laura Sunden provided information on a STEM/Scholarship Golf Tournament for June 2019. She said she could secure June 24<sup>th</sup> for the tournament with the Mount Vernon Country Club but it would require a \$1500 up front fee to secure the date for 72 golfers. There was a lot of discussion on the viability of conducting a golf tournament. There was a recommendation to conduct a “beta” golf event for 30-36 golfers to see if there would be enough interest to continue planning for a larger event in June 2019.

#### **Scholarship Report (Michael Conschafter):**

- President Orwan noted that Michael Conschafter stepped down and is no longer on the CC BoD.
- President Orwan is looking for a replacement for Michael, if interested please contact him.

### **AOC Convention (Bob Lindseth)**

- Bob reported that we are days out from the Convention and things are looking good on volunteers. For those volunteering at STEM, they only have to do 5 hours of service. Everyone else must do 10 hours of service to receive free admission to the Conference.
- Don Revell noted that he had 38 STEM volunteers, but may need escorts to meet and greet the students.

### **Elections (Peter Friesen and Bill Reed):**

- Bill Reed and Pete Friesen provided the results of the election. The seven new CC BoD are: Don Revell, Leslie Gruis, Geoff Leighton, Jeffrey Snyder, Bob Lindseth, Laura Cawthron, and Mark Heck.
- Pete Friesen requested the Nomination Committee start in May for elections in the June time frame from now on.
- President Orwan will swear in the newly elected BoD members at the next BoD meeting to be held on Tuesday, Dec 4<sup>th</sup> from 5:30-7:00 PM

### **Old Business:**

- **Newsletter:** There needs to be another Media Committee meeting (probably via email) to get the newsletter and web site efforts working.
- **Holiday Party:** 14 December from 1200-1500 at the Army Navy Club, 1700 Army Navy Drive, Arlington, VA 22202-1640.

### **New Business:**

Troy Orwan motioned for the meeting to be closed; Bob Lindseth seconded; and the motion was approved by the BoD. The meeting closed at 6:46 pm.

The next CC BoD meeting is December 4th from 5:30 to 7:00 pm at the new AOC National HQ location. All BoD meetings, without classified presentations, are unclassified and open to all members.

Respectfully submitted,  
Bill Reed  
Secretary  
Capitol Club  
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