



Capitol Club Chapter Board of Directors

Meeting Minutes of May 7, 2018

Attendees (Quorum = 6):

- BoD In Person: Troy Orwan (P), Pete Friesen (T), Bill Reed (S), Bob Lindseth, Jim Taber (IPP), Joe Durso, and Mark Heck
- BoD Via Phone: Geoff Leighton, Laura Sunden (VP), Jeff Snyder, and Donya He
- CC Members: Leslie Gruis, Don Revell, and Shelly Frost (AOC Exec Dir)

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

- President Orwan called the meeting to order at 12:12 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. There were recommended changes to the STEM Committee Report.
- **Motion/Discussion/Vote:** Pete Friesen motioned the minutes be accepted with changes and Geoff Leighton seconded. All voted to accept the minutes with the recommended changes, 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: | \$15,622.32 | \$ -- | \$ 1,784.24 | \$13,838.18 | |
| Money Market: | \$ 1,285.54 | \$ 0.06 | \$ 0.00 | \$ 1,285.60 | |
| Fidelity: | \$37,684.55 | \$ 93.30 | \$ 0.00 | \$ 36,819.92 | |
| Total Operating Funds: | | | | \$54,293.98 | |
| Cash-On-Hand: | \$ 132.75 | \$ 0.00 | \$ 0.00 | \$ 132.75 | |
| PayPal Account | \$ -- | \$ 2,177.46 | \$ 1,380.54 | \$ 796.92 | Transferred funds & Paid for Cruise |
| <u>Educational Foundation</u> | <u>Starting</u> | <u>Income</u> | <u>Expenses</u> | <u>Balance</u> | |
| Savings | \$11,047.72 | \$ 0.47 | \$ -- | \$11,048.61 | |

- Operating Fund: Expenses included – Check for \$164.64 to Bill Reed for March and April CC BoD lunches. Web site Renewal for \$119.60 cleared the PayPal account. Transferred \$\$1,500.00 to the PayPal account to cover some of the cost of the Lunch Cruise. No income.
- Educational Foundation: \$0.47 of interest income.
- PayPal expense: Pending expense of \$119.60 for the CC web site fee cleared and is an expense item. The \$2177.46 of PayPal income includes a \$1,500.00 transfer from Checking Account to PayPal Account and \$677.46 of funds received from Lunch Cruise attendees.
- **Motion/Discussion/Vote:** Jim Taber (IPP) motioned for the Treasurer’s Report to be accepted as written, it was seconded by Bob Lindseth, and the motion passed unanimously.

Sponsorship Report (Jeff Snyder):

- Jeff Snyder noted that Northrop Grumman is not a full sponsorship member and that we should ask if they would like to increase their participation to become full sponsors (requires \$1,000 more for full sponsorship). Jeff said he know some people at Northrop and would reach out to them. Geoff Leighton originally reached out to Northrop when they became initial sponsors. Geoff will send the contact info for the person he coordinated with to Jeff to make contact. **ACTION:** Geoff Leighton to provide Jeff Snyder his contact information at Northrop Grumman.
- Jeff also noted that we need to work on sponsorship renewal and not loose sponsors as we work to get new sponsors. Donya said she will contact L-3, her new company, to see if they are willing to sponsor.

Programs Report (Donya He):

- Donya has several L-3 speakers identified and will host at a speaker at an L-3 facility. She noted there are no speakers/planned meetings on the calendar to date and has not received any email recommendations from the CC BoD. If anyone has potential speakers then send their names and contact info via email to Donya.
- Mark Heck noted that Travis Slocumb is still interested in presenting to the CC and that he will work with Donya to get a date on the calendar. Mr. Slocumb has the Next Generation Jammer in his portfolio and is responsible an initiative called “Secure and Better Processing” that supports today’s cyber security efforts. Mark said Raytheon could host or Barry Fell has indicated Mitre is interested in hosting.
- Donya noted she has two speakers in mind and President Orwan noted that he has two speakers he would like to brief the CC. We have speakers, now we need to get them on the calendar.
- Vice President Laura Sunden said the Mount Vernon Country Club (MVCC) could host the CC 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.

Awards (Joe Durso):

- Joe Durso is representing the CC on the AOC National Awards Selection Committee which started the beginning of May. He noted there are over 100 nominations to go through. Those selected for awards will be announced sometime in June. He also noted the CC has one person in contention for the “Hal Gershanof Silver Medal” and one for the “Stanley B. Hall Executive Management Award.”

Outreach/Membership Report (Laura Sunden):

- President Orwan noted there were 25-30 attendees for the boat cruise with all having a good time. Good networking and a great cruise. Joe Durso thanked Laura for setting up the cruise noting it was a good outreach event with good people. President Orwan requested anyone who took pictures to send them to him so he can collate and prepare an article for E-Crow/JED submission.
- Vice President Sunden noted membership is at 939 active members with 59 new members and 29 expired memberships. Of the 59 new members: 32 are students, are under 25, and come from STEM outreach.
- Laura thanked everyone for the kind words on the luncheon cruise and noted that it was a great success.
- Laura is working with Ken Miller to support the AOC Congressional Outreach & Advocacy team execute an Army “SIGINT Solutions” forum. The event will take place at Congress (Rayburn House Office Building) on July 18, 2018. The event has two portions, the morning is open to attend (no cost to members – registration required). The second is for Networking and select SIGINT vendors to showcase their company. This would be a great opportunity for SIGINT companies to attend as a Vendor and get additional exposure within Army Leadership. If attending as a vendor, the forum will allow vendors to get dedicated time to “pitch” to the distinguished visitors (DV’s). Attendees from the morning session can join the event to network (no cost to members – registration required). Please let Laura know if you would like more information.
 - 0800-1000 Rayburn House Office Building - Congressional breakfast and part IPT-like workshop. The breakfast will be hosted by the EW Working Group (and hopefully the Army Caucus and/or Army Aviation Caucus). The topic will be “Winning the EMS: Challenges and Opportunities for Army SIGINT. We’re aiming for a panel discussion covering Doctrine/Requirements, Training, Organization and Resourcing.
 - 1030-1330 The Capitol Hill Club (Eisenhower Room) - Following the panel, we’ll break and proceed to the Capitol Hill Club. “SIGINT Solutions” forum where companies can have tables for demo/showcase and network and/or meet with stakeholders and customers. Light refreshments will be available. Laura has 3 tables & 3 Lounge areas for \$500 each. She also has Marketing & Sponsorship opportunities.
- Laura is pushing the STEM golf outing to the October time frame. She will need all CC BoD members to help out with this event since she will be on maternity leave prior to this event. To be held at the Mount Vernon Country Club (MVCC). **ACTION:** Laura requested all CC BoD members review the email she initially sent and to commit to helping out with the event by Friday, May 11th via email response.

Scholarship Report (Mike Conschaffer):

- No report since Mike was not at the meeting. President Orwan will contact Mike to get an update.

STEM Committee Report (Mark Heck):

- Mark Heck said highlights from the STEM team coordination will be out today. He said they captured information from three school systems: Montgomery County Public Schools, South County High School, and Wakefield High School. He said STEM is not included in these school's curriculum, but done outside of the curriculum. He noted South River would like CC participation in an upcoming event and will provide details.
- Leslie Gruis noted there are 160,000 students in the Montgomery County Public School system and that some of the schools have specific STEM interests (i.e., Parkland Middle School is aviation focused).

Old Business:

- a. **CY2018 – Goals and Objectives:** No discussion, but President Orwan to send to the BoD for input.
- b. **CY2018 – Calendar of Events/Meetings:**
 - President Orwan noted we have five possible speakers over the next five months with a Golf Outing in the October time frame.
- c. **CY2018 – Budget/Funding Requirements:** No discussion. The write-up for the events/meetings will allow the BoD to program for these.

New Business:

- **Dec 14th Holiday Party:** Bill Reed noted the Annual CC Holiday Party is scheduled for Dec 14th from 12:00 (noon) to 3:00 PM at the Army Navy Country Club (ANCC) in Arlington. Thanks to Dennis Fandrei for reserving the date. Dennis requested Treasurer Friesen provide a \$250.00 check to the ANCC to hold the date for this event. More to follow later in the year.
 - **Elections:** IPP Jim Taber requested Bill Reed send out the CC BoD terms of office for the upcoming elections this summer.
 - o Per the CC By-Laws and the Constitution, in order to encourage and provide means for all regular Club members to participate as Officers and Directors of the CC, Directors cannot serve more than two consecutive elected terms as members of the CC BoD.
 - o BoD members are elected to a three year term and can serve two consecutive three year terms.
 - o Appointment to the BoD to fill a vacancy will not be regarded as an elected term. Members appointed by the President shall serve until that President's term is up, or the BoD member is elected to the BoD.
 - o The CC President serves for two years and does not have a second consecutive term.
 - o The CC President appoints the Vice President, Secretary, and Treasurer from the elected Directors as Officers of the CC. The Officers (President, Vice President, Treasurer, and Secretary) have fiduciary responsibilities.
- ACTION:** Bill Reed to send out the terms of office for the current BoD identifying those eligible for the upcoming election and those reaching term limits.

Motion/Discussion/Vote: Jim Taber motioned for the meeting to be closed, Pete Friesen seconded, and the BoD agreed to close the meeting at 1:03 PM.

The next CC BoD meeting is on Monday, June 4th 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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