



## Capitol Club Chapter Board of Directors Meeting Minutes of December 4, 2018

### Attendees (Quorum = 6):

- Board of Directors: Troy Orwan (P), Pete Friesen (T), Bill Reed (S), Laura Cawthron, Joe Durso, Geoff Leighton, Bob Lindseth, Don Revell, Jeff Snyder, Buddy Tucker
- Via Phone: John Evans, Donya He
- Guests: Glorriane O’Neilan

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

- President Orwan called the meeting to order at 5:31 PM and welcomed all.
- He expressed desire to continue with the VA Tec Scholarships. General discussion regarding the need to consider awarding scholarships to High School level candidates (vs College Students). Expressed desire to have a \$10K Research Award.

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

- Minutes for the November 13<sup>th</sup> BOD meeting were reviewed.
- A change in the heading from October 2<sup>nd</sup> to November 13<sup>th</sup> is needed for correct date of the meeting.
- **Motion/Discussion/Vote:** Minutes were accepted pending the above correction.
- 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 expressed the need to reach out to sponsors and get them to renew. **Action:** Jeff Snyder
- Pete also noted the last time a donation was made was May 2018.

<u>Operating Funds</u>	<u>Starting</u>	<u>Income</u>	<u>Expenses</u>	<u>Balance</u>	<u>Notes</u>
Checking Account:	\$21,240.16	\$ 0.00	\$ 0.00	\$21,240.16	
Money Market:	\$ 1,285.92	\$ 0.05	\$ 0.00	\$ 1,285.97	
Fidelity:	\$37,982.47	\$ 772.69	\$ 0.00	\$38,755.16	
<b>Total Operating Funds:</b>				<b>\$60,508.55</b>	
Cash-On-Hand:	\$ 132.75	\$ 140.00	\$ 0.00	\$ 272.75	
PayPal Account	\$ 760.92	\$ 14.26	\$ 0.00	\$ 775.18	
 <u>Educational Foundation</u>	 <u>Starting</u>	 <u>Income</u>	 <u>Expenses</u>	 <u>Balance</u>	
Savings	\$ 8,551.28	\$ 0.36	\$ 0.00	\$8,551.64	

### STEM (Leslie Gruis):

- There was approximately 50 Crypto Challenge participants at the Convention – the highest participation to date.
- Leslie was thinking of sending supporting letters to teachers in an effort to provide them thanks and shore up support for next year’s AOC Convention.

### Speaker Events (Geoff Leighton):

- Canadian Embassy Multi-National Forum (MNF) during the Convention was well attended and nicely done. Agreement was made to book again now to secure space for next event.
- Need date and speaker for January 23<sup>rd</sup> event. Venue to be Carlyle (Note: a vote at the meeting moved this event to MITRE). Donya He volunteered to work with Geoff Leighton to find a

- speaker.
- Doc Connelly agreed to speak, but President Orwan requested he fill a different spot in the speakers calendar.
- President Orwan volunteered to help work on future speakers beyond the January 23<sup>rd</sup> event. Suggested Bob Snyder then Paul Tilghman as speakers.
- February speaker event will be on February 27<sup>th</sup>.
- March speaker event selected as “tentative” 19<sup>th</sup>, 20<sup>th</sup>, or 21<sup>st</sup> (leaning toward the 19<sup>th</sup>).
- The last speaker event collected approximately \$225 which represented approximately one-half of the bill of \$500. President Orwan directed the balance be placed on his credit card.
- BoD determined the “drop” date would be 30 days before the speaker event to allow for speaker commitment, proper program advertising, venue, etc.
- Laura Cawthron volunteered to solicit a DARPA speaker.

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

- Jazz Networks is a potential new sponsor.
- President Orwan requested a consolidated e-mail/contact data list for all sponsors so he can communicate with them directly if needed. **Action:** Jeff Snyder.

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

- Donya to find a speaker with Jeff Snyder supporting.
- Donya noted she intended to travel less in 2019 and participate more with the CC BoD.

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

- Buddy to contact BoD members for positions.
- Requests for retired military board members to put their bio on the web site.
- Twitter, FaceBook, Linked-In – if board members “follow” thinks they like, or “follow” someone then that re-propagates throughout.
- Seeking more photos from the AOC, especially the CC, events.
- Buddy need the minutes to upload to the web site. **Action:** Bill Reed, Secretary
- President Orwan requested the CC BoD list be updated.

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

- Joe noted the plaques arrived and are ready for presentation at the Holiday Party.
- The Canadian Embassy plaque is for recognition for supporting the CC and having the Multi-National Forums (MNFs) at their venue. President Orwan volunteered to write-up the MNF for input to AOC National.
- Joe noted all financial transactions completed under budget.
- Geoff noted Mr. Rich Malloy from the Canadian Embassy and our host for many of the MNF events is retiring soon. Geoff will provide the new POC when able.

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

- Nothing significant to report.

#### **Scholarship Report:**

- The Fall 2018 candidate was picked by VT, President Orwan has the package. The recipient cannot attend the Holiday party, so President Orwan and whomever would like to travel will present the award and check to the recipient at VT when able.
- When President Orwan travels to VT he will request VT allow him to make a presentation to interested undergraduates on the AOC and why it would benefit them to join.
- President Orwan noted the Harris Corporation hired the last scholarship recipient.
- There was discussion on how far back we need to have the scholarship recipients on the web site. The BoD agreed that one year back is sufficient.
- President Orwan also noted that the VT Hume Center could host speakers if a venue is needed.

## AOC Convention (Bob Lindseth)

- Bob reported that there were over 1800 attendees at this year's Convention and there were over 1000 STEM kids.
- Bob noted that he will send a letter to all the volunteers thanking them for their service.
- All volunteers are invited to the Holiday Party.
- Geoff noted the MNF went well.
- Bob is doing a CC write-up for the convention for submittal to the JED and E-Crow.\
- Don Revell is writing letters to the STEM volunteers.
- Don Revell noted a "shout out" to John Evans for the work he did during the Convention.
- Leslie Gruis noted the "Cryptic Challenge" was successful with over 50 kids participating. A couple of high potential kids were grouped around a couple of teachers and she asked if we could recognize these teachers in some fashion.

## Old Business

- **January Speaker Events:** Working to have a speaker in the late January period.
- **Holiday Party:** 14 December from 1200-1500 at the Army Navy Club, 1700 Army Navy Drive, Arlington, VA 22202-1640. Bill Reed noted that we normally spend from \$3500 – \$5000 for the Holiday Party and we have to pay the Valet Parking requirement if we go over 50 attendees.  
**Motion:** Geoff motioned we increase the projected funding to cover the increased expenses.  
**Discussion/Vote:** BoD immediately voted to increase the funding by \$3500. President Orwan invited the Chesapeake Roost to join us at the Holiday Party.
- **Women's Forum:** Nothing significant to report
- **CC Board of Directors (BoD) Composition:** President Orwan sent an email to the CC Election winners and thanked them for running for a CC BoD position. For those not elected, he thanked them for running and asked if they would consider volunteering to fill out some of the CC Committees. President Orwan noted that there are several positions to fill on the BoD, namely:
  - **Treasurer:** Pete is retiring from the BoD and moving away from the area.
  - **Scholarship Chair**
  - **Website/Social Media/IT Coordinator:** Buddy Tucker has graciously volunteered to manage the CC Web Site, but the CC needs other volunteers for the other openings.

## New Business:

- Glorriane noted that Muddy Waters is the new AOC President.
- She also noted the AOC National Awards Committee needs volunteers.
- Glorriane state the National BoD is holding elections soon and there are opportunities for volunteering there.
- Glorianne stated that Raython provides a \$12,500 scholarship twice a year to college kids so if you know someone in need then have them apply.

Geoff Leighton motioned to close the meeting; Leslie Gruis seconded; and the BoD approved the motion. The meeting closed at 6:25 PM.

The next CC BoD meeting is January 8<sup>th</sup> 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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