



Capitol Club Chapter Board of Directors Meeting Minutes of January 8, 2019

Attendees (Quorum = 6):

- Board of Directors: Troy Orwan (P), Bill Reed (S), Laura Cawthron, Joe Durso, Geoff Leighton, Bob Lindseth, Don Revell,
- Via Phone: Leslie Gruis, Mark Heck
- Guests: Glorriane O’Neilan

President’s Opening Comments/Welcome Discussions:

- President Orwan called the meeting to order at 5:40 pm and welcomed all.
- President Orwan noted the CC was in need of a new Treasurer. Laura Cawthron volunteered to take over as the Treasurer.

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

- Minutes for the December 4th BOD meeting were reviewed.
- **Motion/Discussion/Vote:** The minutes needed to be updated to include the minutes Don Revell captured, so the Secretary will submit for approval via email.
- 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:	\$21240.17	\$ 0.00	\$ 1,036.49	\$20,203.68	
Money Market:	\$ 1,285.97	\$ 0.06	\$ 0.00	\$ 1,286.08	
Fidelity:	\$35,755.16	\$ (3,588.68)	\$ 0.00	\$35,166.48	Market Loss
Total Operating Funds:				\$56,656.19	
Cash-On-Hand:	\$ 272.75	\$ 0.00	\$ 0.00	\$ 272.75	
PayPal Account	\$ 775.18	\$ 0.00	\$ 7.98	\$ 767.20	2x\$3.99 for WIX.com
 <u>Educational Foundation</u>	 <u>Starting</u>	 <u>Income</u>	 <u>Expenses</u>	 <u>Balance</u>	
Savings	\$ 8,551.99	\$ 0.36	\$ 0.00	\$8,552.35	

- Income included: \$0.06 from Money Market
- Expenses included: \$328.87, check 1182 for November Speaker event; \$707.62, check 1183 for Awards. \$7.98 for 2 months of WIX.com.
- Expenses incurred but not yet paid: Check 1184, \$5,159.78 for the 2018 Holiday Party at ANCC
- President Orwan noted there were a lot of sponsors that have not paid since 2017 and should be removed from the web site as sponsors.
- There are several actions that need to be accomplished with Laura taking over as the new Treasurer:
 - PenFed Checking Account needs to be updated
 - Fidelity Accounts – Need to take Pete and Jim Taber off and add Laura
 - Annual Report to National – Due in March
 - \$1,000 check received from Jeff Snyder needs to be deposited

- Cash from Bill Sims at Epic need to be deposited
- **Motion/Discussion/Vote:** Geoff Leighton motioned for the Treasurer's Report to be accepted, it was seconded by Don Revell, and approved by CC BoD vote.

STEM (Leslie Gruis):

- Leslie noted there was a lot on the burner for STEM.
- Letters to the teachers of students that went well are being prepared.
- Three High Schools did well in the Cyber Challenge. Blaine will talk to President Orwan and Leslie before contacting the schools and will have something to present to the schools and students. Talking about a potential free student membership in the AOC.
- Leslie to talk to Blaine on the schools and Leslie will talk to the schools to see what they need for STEM.
- Leslie is working the “Woman’s Forum”...more to follow. President Orwan requested Leslie, Laura Sunden, and Laura Cawthron work together in putting on this event. Need agenda, panel plan, time frame, etc.
- Leslie noted VJ (a friend) bought some robots for the STEM event and may request funds to support that effort. President Orwan asked some questions: How much? Will National pay? Who owns the robots?
- Letters being written to Crypto Challenge for the students and teachers. Letters being written to the volunteer at STEM event. President Orwan noted the letters need to be “presentation quality” for hanging on the wall at the schools...he said he can do the presentations at the schools.

Sponsorship Committee Report (Jeff Snyder):

- President Orwan is working with Booz Allen Hamilton as a potential sponsor.
- Joe Durso will re-up with Northrop at the \$300 level.
- President Orwan noted we need to re-up or replace the sponsors....if you have a name get it to Jeff Snyder for him to contact.
- President Orwan noted he would like to provide speakers from companies that would like to present at the high schools. He will provide STEM speaker info on potential DoD speakers.

Program Committee Report (Geoff Leighton):

- Next speaker is 23rd February on “DoD’s EMS and Where It’s Going” is changing venue to MITRE in Tysons Corner. Time will be the same, from 5:30 – 7:00 PM. Speaker is Bob Snyder, Technical Director of the Defense Spectrum Organization.\
- Geoff Leighton met with Barry Fell, MITRE. Building 2 at MITRE provides the best for those that drive. Refreshments (coffee, tea, cold drinks can be provided at MITRE at CC cost). Geoff noted the best time for meetings there would be 11:00 AM to 1:00 PM.
- March 19 at the Carlyle from 5:30 – 7:00 PM, Donya He and Jeff Snyder will provide the speaker.
- Buddy Tucker is ready to post the info on the web site and needs to include February, March, and the April events.
- **Motion/Discussion/Vote:** Geoff motioned for \$200 be allocated for each of these events for refreshments. Leslie seconded and the motion was approved by CC BoD vote.
- There was discussion of having an Ex-USAF speaker at MITRE in February for a lunch time event.
- There was discussion of having events at various times and various venues to support different speaker’s requests.
- Tentative speaker in March is Paul Tilman. President Orwan will work.
- Mark Heck said Raytheon is interested in supporting speakers at Rosslyn.

- Other venues: MITRE @ Tysons Corner, Booz at Tysons Corner, John Hopkins Applied Physics Lab near Fort Meade, Capitol Hill Club in DC, Hume Center @ VT
- Laura Sunden is working a no-host networking event....more to come.

Awards Report (Joe Durso):

- **Motion/Discussion/Vote:** There was a motion for Joe Durso to negotiate for procurement of name tags for the new officers:
 - Treasurer – Laura Cawthron
 - STEM Director– Leslie Gruis
 - BoD Members – Don Revell, Eric Colon, Buddy Tucker
- President Orwan noted that he also needed a Scholarship Chair. Don Revell volunteered to be the Scholarship Chair.
- Secretary Bill Reed has the template for business cards. If you want CC business cards let him know and he can make a few as well as send you the template.

Outreach Report (Laura Sunden):

- Nothing significant to report.

Scholarship Report:

- Nothing significant to report.

Old Business

- **Holiday Party:** 13 December 2019 is available and has been booked for the CC from 1200-1500 at the Army Navy Club, 1700 Army Navy Drive, Arlington, VA 22202-1640. Bill Reed noted that we need to send a check for \$250.00 to the ANCC to hold this reservation.
- **Women’s Forum:** Nothing significant to report
- **CC Board of Directors (BoD) Composition:** President Orwan noted the following have accepted positions on the BoD, namely:
 - **Treasurer:** Laura Cawthron
 - **Scholarship Chair:** Don Revell
 - **Website/Social Media/IT Coordinator:** Buddy Tucker
 - **Program Committee Chair:** Geoff Leighton

New Business:

- Glorriane noted the Chesapeake Roost is having a Holiday Party the week before the CC on 7 December 2019. The party is normally at the Electronics Museum.

Geoff Leighton motioned to close the meeting; Bob Lindseth seconded; and the BoD approved the motion. The meeting closed at 7:01 PM.

The next CC BoD meeting is February 5th 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
 P.O Box 5333
 Alexandria, VA 22313