



Capitol Club Chapter Board of Directors

Meeting Minutes of July 9, 2018

Attendees (Quorum = 6):

- BoD In Person: Troy Orwan (P), Bill Reed (S), and Bob Lindseth
- BoD Via Phone: A new conferencing number meant no one could call in.
- CC Members: Leslie Gruis, Glorianne O'Neilin (AOC HQ), Ken Miller (AOC HQ), and Shelley Frost (AOC HQ)
- There were not enough BoD members to constitute a Quorum.

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

- President Orwan called the meeting to order at 12:01 PM. Due to a change in the teleconference phone number, no members called in. President Orwan had no opening comments.

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

- Minutes for the June meeting were reviewed and changes were identified. **Motion/Discussion/Vote:** Bob Lindseth motioned the minutes be accepted with changes and President Orwan seconded. All voted to accept the minutes with the requested changes.
- 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 June 2018 financial report in an email.

<u>Operating Funds</u>	<u>Starting</u>	<u>Income</u>	<u>Expenses</u>	<u>Balance</u>	<u>Notes</u>
Checking Account:	\$15,088.18	\$ 0.00	\$ (416.61)	\$14,671.57	
Money Market:	\$ 1,285.65	\$ 0.06	\$ 0.00	\$ 1,285.71	
Fidelity:	\$38,115.64	\$ (178.83)	\$ 0.00	\$ 37,936.81	Investment loss
Total Operating Funds:				\$53,894.09	
Cash-On-Hand:	\$ 132.75	\$ 0.00	\$ 0.00	\$ 132.75	
PayPal Account	\$ 760.92	\$ 0.00	\$ 0.00	\$ 760.92	
<u>Educational Foundation</u>	<u>Starting</u>	<u>Income</u>	<u>Expenses</u>	<u>Balance</u>	
Savings	\$11,049.06	\$ 0.47	\$ --	\$11,049.53	

- Operating Fund: Expenses were \$416.61 which included a \$250 check (#1177) to Army Navy Country Club as a deposit for the Holiday Party, a \$166.61 check (#1178) to Bill Reed to cover the May and June BoD lunches. A drop in share prices decreased the value of the Fidelity investments by \$178.83.
- Educational Foundation: \$0.47 of interest income.
- **Motion/Discussion/Vote:** Bob Lindseth motioned for the Treasurer's Report to be accepted as written, it was seconded by President Orwan, and the motion passed unanimously.

Sponsorship Report (Jeff Snyder):

- No report since Jeff Snyder could not attend the meeting.

Programs Report (Donya He):

- No report since Donya He could not attend the meeting.

Awards (Joe Durso):

- No report since Joe Durso could not attend the meeting.

Outreach/Membership Report (Laura Sunden):

- No report since Laura Sunden could not attend the meeting.

Scholarship Report (Mike Conschafter):

- Mike Conschafter could not attend the meeting, however President Orwan noted that Mike was looking to award a scholarship in the September time frame and will get with Virginia Tech to discuss.

STEM Committee Report (Mark Heck):

- Leslie Gruis noted that Mark will be taking over Vice President Sunden’s role on the STEM committee for the foreseeable future.
- Leslie noted that she is contacting the Montgomery County School System to see who is the new STEM Coordinator.

Old Business:

- a. **CY2018 – Goals and Objectives:** No discussion.
- b. **CY2018 – Calendar of Events/Meetings:** No discussion.
- c. **CY2018 – Budget/Funding Requirements:** No discussion.
- d. **Elections:** President Orwan requested Bill Reed send out the CC BoD terms of office for the upcoming elections this summer.

New Business:

- **AOC National 55th Annual Symposium:** Bob Lindseth is the CC Coordinator for the Symposium again this year. He is looking for all volunteers from last year to re-up and support the effort again this year.
 - o There is a new opportunity to support called the “Innovation Stage”, more to come on this effort.
 - o Glorianne requested the CC provide some pack-up volunteers at the end of the Symposium to help pack up the AOC Store. The Store will be on the exhibit floor.
 - o Bob said there may be some changes in the registration process this year....more later.
 - o There will be 10 STEM Volunteer Stations (Interactive Stations) this year.
 - o Bob said to look for a flyer on the AOC website for more volunteer opportunities.
 - o Leslie Gruis said her husband, John Kolm volunteered again to be a daily writer for the conference activities and will volunteer to support the STEM events.
 - o Bill Reed volunteered to work the registration desk again and President Orwan volunteered to work as needed.
- **AOC HQ Info:**
 - o Ken Miller, Director of Advocacy & Outreach, noted there is an 18 July event “Winning the EMS: The Future of Army SIGINT” from 8:00 AM to 1:00 PM that is open to government, military, and industry. There is no fee to attend and the event is unclassified and open to the public. He asked if the CC would send out an email alerting all CC members to this event. There will be a Congressional Panel discussion at the Rayburn House Office Building from 8:00 to 10:00 followed by an Industry Solutions Forum from 10:30 to 1:30 in the Eisenhower Room of the Capitol Hill Club.
 - o Shelley Frost, Executive Director, noted AOC Headquarters was moving in August to the new location at 1555 King Street, Suite 500, Alexandria, VA. They will be open for business on August 10th when they will host the Chapter President’s meeting from 12:00 to 1:00. She asked if the CC BoD would like to hold the monthly BoD meeting either before or after the Chapter President’s meeting. President Orwan said he’d like to have the CC BoD meeting before the Chapter President’s meeting if possible. Shelley said this will be a good time to see the new office and location.

Motion/Discussion/Vote: Bob Lindseth motioned for the meeting to be closed, Bill Reed seconded, and the BoD agreed to close the meeting at 12:25 PM.

The next CC BoD meeting is on **Monday, August 10th at 11:00 AM at AOC National Headquarters new location: 1555 King Street, Suite 500, Alexandria, Va** 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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