



## Capitol Club Chapter Board of Directors Meeting Minutes of October 2, 2018

### Attendees (Quorum = 6):

- Board of Directors: Troy Orwan (P), Bill Reed (S), Geoff Leighton, Don Revell, Leslie Gruis
- Via Phone: Bob Lindseth, Mark Heck
- Guests: Glorianne O’Neilen, Ben Gruis, Eric Colon

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

- President Orwan called the meeting to order at 5:00 pm and welcomed all. He said the BoD meetings will be moved to Tuesdays for awhile.

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

- Minutes for the September 10<sup>th</sup> meeting were reviewed.
- **Motion/Discussion/Vote:** Geoff Leighton motioned the minutes be accepted as written with Bob Lindseth 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:	\$14,671.57	\$ 0.00	\$ (2,549.84)	\$12,121.73	
Money Market:	\$ 1,285.81	\$ 0.06	\$ 0.00	\$ 1,285.87	
Fidelity:	\$40,582.29	\$ 231.35	\$ 0.00	\$40,813.64	
<b>Total Operating Funds:</b>				<b>\$54,221.24</b>	
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	\$11,050.46	\$ 0.47	\$ 0.00	\$11,050.93	

- Operating Fund: Expenses were \$2,549.84 which included a \$49.84 check (#1179) to Bill Reed for August BoD Lunch and a \$2500.00 check (#1181) to David Flores recipient of the Fall CC Scholarship.
- Educational Foundation: \$0.47 of interest income.
- President Orwan noted there were \$105.00 of proceeds from the September 13th speaker event where Mr. Howard “Hojo” Watson, Vice Chair of the National Spectrum Consortium (NSC) spoke.
- Bob Lindseth publicly thanked Jeff Snyder for sponsoring the September 13th speaker event. The BoD agreed and thanked Jeff, in his absence, for sponsoring the event.
- **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.

### Sponsorship Committee Report (Jeff Snyder):

- Jeff Snyder could not make the meeting.
- President Orwan said that Jeff is reaching out to Booz Allen Hamilton and Mitre for potential sponsorship. He also said new sponsors are in the Cyber, IO, and Intel areas of business.

- Need to be more aggressive across the board in identifying new candidates and asked the BoD members to reach out to your corporations to see if they would like to sponsor.

### **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 would be Thursday night, October 18th, with Tom Tayler as our guest speaker. Location is: Carlyle Crescent Center, 1940 Duke Street, second floor.
  - There was discussion on parking at the Center. Security closes the parking gates promptly at 7:00 PM, so vehicles need to be out of the Center by then. Joe Durso noted there was lots of street parking in that area at that time of night, so consider parking on the street.
  - **Motion/Discussion/Vote:** Geoff motioned for the event to be from 5:30 to 7:00 PM with a charge of \$15.00 per person for to allocate funds not to exceed \$600.00 for the event. Bill Reed seconded the motion, no opposed, motion passed unanimously.
  - The CC web site will need to be updated with the information.
- The next speaker program is scheduled for November 15<sup>th</sup>, Carlyle Crescent Center, 5:30-7:00 PM with Bob Snyder as the potential speaker.
- Town Hall is potentially scheduled for November 7<sup>th</sup> or 8<sup>th</sup>. President Orwan needs a volunteer to set this up and needs a venue to hold the event. Leslie Gruis volunteered to set this up. President Orwan would like to have an open bard, charge a nominal fee per person, and have the event from 5:30 to 7:00 PM.
- There was discussion of other potential events:
  - Women’s Forum in February/March 2019: Leslie Gruis recommended having a Women’s Forum in the Spring of 2019. There was some recommendations using the EW Museum near the Baltimore Airport as the venue and partner with the other Mid-Atlantic Regional Chapter’s to conduct the event. More to follow on this.
  - Environmental Effects Program: There is an organization that conducts “environmental effects” training and will bring the training to wherever it is needed at no cost. President Orwan noted that we need a venue and a POC who will manage this event.
  - Cyber Stand Down: There was discussion of a half day workshop on cyber training (offensive or defensive) for the CC membership. Mark Heck and Leslie Gruis volunteered to work this.
  - Professional Development Day for Transitioning Military: Geoff Leighton noted the CC used to do this event at AOC HQ. Bill Reed said that one of our former CC BoD members, Mr. George Steeg, used to conduct this event and that he thinks he has George’s presentation. Bill Reed volunteered to help President Orwan with this event.
  - STEM workshop at the EW museum: Use the EW museum to school attendees on how to set up a STEM event. This would be beneficial to the schools in the Washington DC and Baltimore MD area.
  - CC Holiday Party: The BoD agreed there would be no speaker for this event.
- President Orwan noted that we need “cyber speakers” and “intel speakers” for our events, especially those with EO, IR, and SIGINT experience. He noted Geoff Leighton is the POC for speakers.
- Geoff is working the Multinational forum with the Maple Leaf Chapter to be held on the last day of the National Convention at the Canadian Embassy.

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

- No Outreach Report was given do to Laura Sunden’s absence.

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

- Mike Conschafter and Troy Orwan went to VaTech, Friday September 14th to present the spring scholarship.

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

- Joe stated that Chapter level submissions were needed in October. Looking for service member, staff, corporate staff who contributes over and above.
  - Lays groundwork for them to give a presentation on their work in the next year.
  - Looking for awardee who will grow out outreach.
  - Could be Congress member or staff, although we might need to coordinate that with national.
  - Can be a Team or an Individual
- Joe noted that he needed to order plaques for the award winners.  
**Motion/Discussion/Vote:** Joe motioned for the BoD to approve ordering plaques at a cost of no more than \$800.00 so he could engage with the plaque manufacturer. Geoff Leighton seconded the motion, Leslie Gruis seconded, and the BoD voted unanimously to provide up to \$800.00 to order placques.

### **STEM (Leslie Gruis):**

- Leslie reported on the progress the Committee is making.
  - Plan to reach out to Wakefield next week
  - Coordinating with AOC National STEM Coordinator (Dawn)
    - Talked to Blair and Laura on Volunteers
    - Goal is to have a committed list of volunteers by the end of October
    - Have 10-12 tables for STEM
    - Need more sponsorship funding for STEM
    - Potential of a Promotional Golf Tournament to fund the STEM program which would provide equipment to a school.

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

- Bob reported that we are 40 days out from the Convention and things are looking good on volunteers.
- He said the IEEE is announcing volunteer opportunities for the STEM event at tonight's meeting.
- There will be a Multi-National Forum (MNF) event during the Convention. Geoff Leighton is working with the Canadian Chapter to co-host. There will be one Canadian speaker and one US speaker. The event will be by invitation only and limited to 100 attendees. He has three companies lined up as sponsors and is awaiting confirmation from five other companies.
  - When: Thursday, November 29<sup>th</sup>, from 5:30 to 6:30 PM
  - Where: Canadian Embassy, 501 Pennsylvania Avenue, NW, Washington, DC 20001-2114**Motion/Discussion/Vote:** President Orwan motioned for Joe Durso to procure a plaque for no more than \$250.00 to provide to the Canadian Embassy in honor of their hosting the MNF. Leslie Gruis seconded, and the BoD approved.

### **Old Business:**

- **Elections** (Peter Friesen and Bill Reed):
  - Troy Orwan reported that Board and Committee positions need to be filled:
    - Treasurer
    - Scholarship Committee Chair
    - Website coordinator—website needs to be updated
  - Bill Reed provided the "Official AOC Capitol Club 2018 Ballot" to the CC BoD. People nominated for the election (in alphabetical order) are: Laura Cauthron, Eric Colon, Leslie Gruis, Mark Heck, Gregg Kuzniewsky, Geoff Leighton, Bob Lindseth, JD Parks, Don Revell, John Riordan, Jeff Snyder, and Buddy Tucker.
  - The election will begin as soon as possible and end after two weeks.
- **Newsletter:** Geoff stated that Paul Vale has started the newsletter back up and he needs articles to publish.

- The AOC National website has an area call “Groups” where we can upload info. Geoff Leighton and Bill Reed volunteered to get training and upload info onto this web site.
- **CC BoD Contact List:** President Orwan needs a contact list, please provide email, mailing address, home phone, office phone as soon as possible.
- **Holiday Party:** 14 December from 1200-1500 at the Army Navy Club, 1700 Army Navy Drive, Arlington, VA 22202-1640.

**New Business:** None.

Troy Orwan motioned for the meeting to be closed; Bob Lindseth seconded; and the motion was approved by the BoD. The meeting closed at 7:00 pm.

The next CC BoD meeting is November 13th 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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