

ASMC EXECUTIVE COUNCIL MEETING MINUTES
19 Aug 08

The meeting was called to order at approximately 1215 by Capt Dan Genest

ATTENDEES:

Capt Dan Genest, President
Ken Pickler, Eglin Vice President
Lisa Regulus, Hurlburt Vice President
Dedra Hickman, Tenant Vice President
Brenda Dininger, Secretary
April Chapel, Treasurer
Capt Tommy Dawson, Co-Treasurer
Leah Hodge, Programs
John Dininger, Education
Jennifer Denega, Ways & Means
Patricia Brown, Enlisted Advisor
Pati Galvan, Publicity
Troy Brown, Membership
Woxie Williams, Co-Membership
Laura Gamble, Newsletter
Tammy Robbins, Programs
Latanya Bryant, RPDS
Ron Millis, CDFM

This was the first meeting of the new executive committee. The meeting began with introductions and a brief description of each person's previous ASMC experience.

Capt Genest explained that on 27 Aug, we will have our monthly Gulf Coast Chapter luncheon. The subject for the luncheon will be "State of the Chapter". Capt Genest said that he would be asking for volunteers to help out with various committees and functions. After reviewing the chapter web site, he stated that great strides had been made last year by the previous president, but there is room for improvement. Capt Genest also said that he would like to see the committees utilize the web page more to advertise and "get the word out" about the various committees. ACTION ITEM: Each

committee member needs to review the current website and send ideas or changes to Mr. Craighead, the Website Chairperson.

Continuity binders for each committee were mentioned... do you have one or need one? Capt Genest would like to see a binder for each committee. ACTION ITEM: Please get with April if you don't already have a binder that you can use. Please ensure that each committee chair has an active, updated continuity binder to pass on to your successor next July.

Capt Genest had several items on the agenda that he wanted to address. The first item was the Gulf Coast Chapter partnering with a "sister chapter". This would be a chapter of approximately the same size as our chapter. Capt Genest stated that this subject was briefed at the national PDI this year. It is a great way for our chapter to grow and learn by exchanging ideas. And, it could be a chance to establish or extend our mentoring program. Jennifer Denega mentioned the Tampa Bay chapter as a possible candidate. Brenda Dininger also mentioned sponsoring a chapter, she explained this would be a chapter that is either not established or was established and has fallen apart. It is possible that financial support or "seed" money might be required to help stand the chapter up. We can also receive points in our annual report/chapter competition for sponsoring a chapter. We do not receive points to sister a chapter but is a good learning tool. ACTION ITEM: Capt Genest will check with National to see if there are any willing, available chapters for either of these two categories.

Monthly reports - Capt Genest would like each committee chair to prepare a monthly report for their respective committees. This is a good communication tool and wouldn't be too taxing, only about 10 minutes each month. Subject would be "what's on the horizon", "what's been going on with the committee for the past 30 days", "any issues". ACTION ITEM: All committee chairs will get their reports to Brenda Dininger by the 1st of each month. Brenda will consolidate into one report, send back out to the Exec Committee and post to the web site NLT 5th of the month. We will ask for feedback, is this process working? Capt Genest will prepare a template and send out to each committee chair.

Capt Genest stated that he would like to do a review of our chapter Constitution. There are several areas that need to be reviewed, added and/or deleted. He stated that a 2/3 majority of members at a luncheon meeting is needed for any changes. Brenda Dininger also mentioned that if we do a re-

write of the Constitution, we are required by Services Private Organization Program to send it through the base legal office (JA) for approval. Our current Constitution was approved by legal on 26 Nov 1999. A copy is located on our web site. Capt Genest asked if anyone was interested in volunteering to review. Lisa Regulus and Dedra Hickman volunteered. ACTION ITEM: All committees please review the Constitution and send your recommendations and inputs to Dedra and Lisa NLT 1 Sep 08.

The next subject was care packages for our deployed troops. Capt Genest asked if we are still sending out care packages, who is receiving, how many people do we have deployed at one time, what is the cost? Jennifer Denega who is the committee chair for Ways & Means, stated that yes, we are still sending care packages. However, one of the issues is, not knowing the timeframe of each person's deployment. She has had some packages returned because the person is no longer deployed. She also stated that she tries hard to send the individuals what they want. Jennifer would like a list of deployed FM personnel. Capt Dawson suggested contacting the UMD. Meg Flemming was also mentioned as a good POC to find out who is deployed. Funds to purchase the items put in the packages was mentioned. Do we want to collect donate items and cash? April Chapel mentioned that there are certain times of the year that we can't collect donations and cash because of CFC. It was decided to use chapter funds to purchase the items sent in the care packages. A cost limit was set at \$40 per package to include shipping. Packages will be sent to all deployed FMers (chapter members and non-members). Asked how many people we sent packages to last year and Jennifer said less than 15 people. She uses a flat rate box (\$8.00). ACTION ITEM: Jennifer will send out a monthly e-mail to the membership to solicit names of deployed FM'ers. Anyone wishing to volunteer to help with the boxes please contact Jennifer Denega.

Next, Brenda Dininger briefed the chapter five star rating and annual chapter competition. Brenda handed out copies of our latest chapter competition results, 2009 point criteria, and a copy of the national chapter winners and their accumulated points. It was noted that in some areas, the maximum point criteria has been reduced since the 2008 competition. The Gulf Coast Chapter falls into the chapter size category of "A" which is based on number of members (151-350). The Gulf Coast Chapter received 8,585 points in last year's competition. The winners for our size category in the Distinguished had 12,718 points and Meritorious had 11,607. Our chapter is not too far off and winning one of these categories next year is easily obtainable. Capt

Genest then asked if everyone agreed that we should compete for these awards and everyone was in agreement. Brenda continued by briefing the 5 star rating. We obtain our 5 star rating each year through obtaining the point requirements for monthly and executive meetings, our newsletter, and the administrative documents that the secretary is required to send at certain times of the year. We then begin an open discussion concerning the various categories in the chapter competition report.

Membership: Last year we gave away 25 memberships but overall we lost 9 members. Several situations could have caused this, including members who let their dues lapse, and recent PCS to the area and not having your membership changed to our chapter. Our member count for the annual report is calculated by national headquarters based on our active membership records. For our annual report we need to ensure that our membership program is published to the chapter via newsletter, web site or meeting minutes. There are 2 areas that we didn't receive points, New Member Orientation and Sponsorship of a Chapter. The new Member Orientation should be easily obtained by preparing a new member orientation package and posting to our web site and handing out to new members. As previously mentioned by Brenda, Sponsoring a Chapter requires financial support to a chapter that has disbanded or no longer active. It was suggested by Brenda that the Black Hills Chapter might be a good chapter. Prior to the call center being located at Ellsworth, they had a small chapter that wasn't very active. With the new FM Call Center located at Ellsworth and the increase of individuals in the FM career field, it might be a good chapter to sponsor. **ACTION ITEM:** Troy and Woxie will prepare a welcome package to fulfill the new member orientation.

Professional Development: This includes manuscripts and articles for the Armed Forces Comptroller and other professional journals. We normally have a couple of people each year that write articles. Brenda suggested that we ask our members, "who is willing or would like to write an article". Our chapter normally has one large educational activity which is our local PDS. We discussed that a lot of time, money, and effort goes into putting the PDS together but we only receive 1,000 points. This is because it is based on the length (1 day/8 hours). It can't count as a monthly meeting, only an educational activity. We are open to suggestions from chapter members of other possible training opportunities that the chapter could sponsor. Our CDFM program is also an area that we receive points (500) for having an active program. Another educational activity is providing a presentation to

high school and college groups a presentation that covers ASMC programs. A lengthy discussion took place with many good suggestions. One suggestion is to go out to the local high schools (Niceville, Ft Walton Beach, etc...) and talk to their business clubs about ASMC, our scholarships, what we are all about. Also, going out to the ROTC programs would be another target group. ACTION ITEM: John Dininger will contact local guidance counselors to find out the possibility of coordinating briefings to an FM-related audience of high schoolers interested in applying for an ASMC scholarship.

Chapter Meetings: We have traditionally only had enough regular chapter meetings to meet the 5 Star Rating. It was suggested that possibly adding additional meetings and Defense/FM Speakers to increase our points. This year the point criteria went down from 1200 to 900. We should have no problem meeting this requirement. We normally have one Executive Meeting per quarter. Capt Genest would like to increase this to once a month approximately 1 hour before the monthly membership luncheon.

Chapter Awards Program: Currently, our chapter doesn't have an internal awards program. This would be an easy opportunity to receive additional points for the annual chapter competition. This awards program can't be combined with any other awards program such as the national ASMC awards program. Awards could be present for member of the year or achievement in the FM field, just to name a few examples. ACTION ITEM: We need a volunteer to head up this program. Update....Mr. Lewis Williams has volunteered.

High School, College, and Continuing Education scholarships: John Dininger said that we go out to the local high schools and colleges asking for applications for our scholarships but we normally don't receive any response from the high schools. Further discussion is required to determine what criteria to set as far as high school students so that we can receive additional points in this category. ACTION ITEM: Mr. Dininger will rewrite scholarship info to include high school students and find out about briefing high school groups.

Communication & Publicity: Laura Gamble always does a great job on our newsletter which is printed once a quarter. We are currently receiving only 1,200 points out of a possible 3,600. Capt Genest wants to increase our newsletter to once a month. Laura was in agreement. We can use our

monthly committee reports, previously discussed to help with the required items. ACTION ITEM: Laura will begin producing a monthly newsletter on 1 Oct 08.

Community Service: We always exceed our point requirements for this area and normally receive special recognition at the national PDI.

Administration: This section is the responsibility of the chapter Secretary. Brenda submits our chapter constitution, officer list, audit report, and proposed programs to national headquarters. These documents are required in order to maintain our 5 star rating. This concluded the brief on the annual chapter competition.

Capt Genest asked about our membership distribution list. Do we have 2 lists and do we cross reference members and non-members? Paul Higgins normally manages our distribution list and has done a fantastic job keeping track of this information. Capt Genest would like to create a members only list. ACTION ITEM: Troy and Woxie work with Paul Higgins to establish the list.

Capt Genest then asked for each committee if they had any additional comments or information.

CDFM: Ron Millis the CDFM Chairperson stated that he has an active CDFM study group and would like to purchase copies of the CDFM modules and study tapes. They meet every Thursday from 1330-1430 in the Seek Eagle conference room. Ron also stated that he needs some additional volunteers to act as study group leaders. Individual must have already achieved their CDFM. Ron also suggested that the chapter begin paying for military member's reimbursement for taking the CDFM exams. The basic criteria would be the person would need to at least be a second term airman, and proof that they passed all three modules of the CDFM.

Enlisted Committee: Capt Genest would like Pat Brown to get with the enlisted FMers and try to get them involved/motivated and explain what ASMC is all about. Brenda suggested possibly having a monthly luncheon focused more towards the enlisted/younger troops. Pizza and ice cream and subjects related to or that would interest the enlisted. Everyone would be invited to attend but the focus would be towards the enlisted. ACTION

ITEM: Pat will begin talking with the enlisted and getting a feel for what they would like and what they are interested in.

Ways & Means: Jennifer Denega briefed some of the activities that her committee is involved with. Charity sale at Belk's has always been a big fund raiser but we have to be careful about selling tickets because of CFC is the same time of year as when Belk's likes to do their charity sale. Tickets are normally \$5.00. Volunteers are needed for this event, the way that it works is Belk's uses the volunteers for labor in different departments of the store with several different shifts. Gift Wrapping at the BX is always a lot of fun. We seem to get the same volunteers every year who really enjoy the process. Our baskets are always a big fund raiser but maybe we should do something different this year? Capt Genest suggested a golf tournament. Also bowling fund raiser would be good. We could do one in October and give the money raised to CFC and do one in the Spring for the chapter. Jennifer said that she really needs volunteers to help prepare and ship the care packages we send to the deployed FMers. If anyone is interest, please let her know. Some other suggestions for funds raisers and community activities were; beach clean-up, softball tournament, a booth at the Eglin open house around April 09, 50/50 raffle, used book sale, pie in the face and the "buzz cut". The 50/50 raffle would have to be conducted off base because the base considers it gambling. Finally, Jennifer said what she really needs is volunteers to help with the various projects.

Education: It was suggested to the educational chairperson (John Dininger) that maybe we can put together some additional training events. One suggestion was to bring in someone to teach the CDFM, Module 4. All agreed that we would have enough participation here at Eglin to fill the requirement of at least 20 people. We would also receive points in our annual competition.

Treasurer: Capt Genest wants April to bring the chapter coins to the meeting next week. April also stated that we need someone to keep the coins inventoried. Capt Dawson , the Co-Treasurer agreed to handle that process.

Programs: Because of the number of individuals we have who attend our luncheons we are limited to where we can hold the luncheons. Some places will not work with us. Leah Hodge stated that she needs someone from Hurlburt to help run programs and set up luncheons. Until we can find some other restaurants that will work with us, we will continue to use Eglin's

clubs for our luncheons. Leah also asked for suggestions on where to have our luncheons. Our next luncheon is scheduled for the middle of September. Our October meeting will be the audio conference. Leah also mentioned that she would like some feedback on possible individuals to bring in to be speakers at the RPDS. There is an RPDS meeting tomorrow. Latanya Bryant and Deb Washington are chairpersons for the RPDS.

The web site was brought up again and Brenda mentioned that we have a calendar on the web site but it is not being kept up. All agree that Pati Galvan and Leah Hodge should have access to post upcoming events.

The meeting was adjourned at approximately 1600.

Recorded by: Brenda J. Dininger, Secretary, Gulf Coast Chapter