**ASMC Executive Committee Meeting Minutes**

**Location: AETC Conference**

**Phone: (210) 249-4238**

**Access Code 77005#**

**Time: 11:30-12:30**

**03 August 2016**

Meeting was called to order @ 11:30

Attendance and Proxies: 13 Total Board Members attended with 13 Voting members with proxies constituted a quorum. 13 voting members required for Quorum.

1. **Opening Remarks -** Mr. Sherman confirmed the monthly meeting times would be on the 1st Wednesday of every month, at 11:30 AM. He encouraged full attendance when possible, and to get the word out about the meetings.
	1. Ronald Bell set a meeting for the ASMC committee members to do an in-person executive meet and greet at Stinson Field, on 24 August 2016, 11:15 – 12:45 PM. The purpose of the meeting is to introduce members and discuss their roles within the committee. Action - Ron Bell or Chad Garcia will send out invites in the next few days to affirm and get a head count, at which time Mr. Schurman will refine and adjust the agenda for the attendees.
	2. Ada Fromuth asked where Stinson was located and Mr. Schurman stated it was not too far, close to Fort Sam; Action - Ron Bell or Chad Garcia would send out a map.
2. **Old Business -** Mr. Schurman asked if the CPE issue was ever resolved.
3. Ada Fromuth stated that Kathy Scott was working on it and provided some copies of CPEs to her, but she was unaware people were having any problems with the survey. Kathy is going to use the sign-in roster to get the CPEs out to everyone that attended so they can get CPE credit; currently working on it. Action - Chad Garcia to contact Kathy Scott on CPE issue/certificate.
4. Ada Fromuth found typos on the last minutes. She stated the date was wrong, showing 6 April, Mr. Vaughn Caudill’s name was misspelled, and the word “EMCOM” was used instead of “IMCOM”.
5. **New Business -** Ada Fromuth made a motion to purchase a chapter registration and to put out a vote after we got with Kathy to manage. Denise Perry 2nd motion. Mr. Schurman stated we would put it out to see what the way ahead was.
6. Mr. Schurman asked if the Virtual PDI was available for chapters to purchase, and if the chapter had done this in the past. Ada Fromuth stated the chapter would purchase and charge members so they could get their CPEs, but that Kathy Scott would be a good POC for the question, and determine if we can use and get CPEs through them. Mr. Schurman stated he was notified that if we purchased as a chapter, one person must be assigned to manage all CPEs and print out certificates. Mr. Schurman wanted to follow up on this issue.
7. In Michael Snell’s absence, Chad Garcia asked about getting a new credit card terminal. Pat. Reynold’s joined in the conversation and stated that Mr. Snell was TDY at school, but explained the Mike and Betty Ann, who run the credit card registration for our professional development symposium, have been using the credit card machine for the past 10 years and Mike’s recommendation was to purchase another credit card machine with new updates and a warranty; cost around $200.00. He motioned to purchase a new machine and Ada Fromuth 2nd the motion. Mr. Schurman acknowledged and stated to put it down to follow up on. Ada Fromuth brought up the possibility of purchasing a new or refurbished machine, but stated it was very important due to credit cards being cut off by some units due to EOY. Ada stated the same credit card machine was being used back in 2002 when she was an active member. She stated the credit card machine is used to pay for registration for the PDI, but not for any luncheons; just to collect registration fees (not pay them). Mr. Schurman asked when they needed a new machine by and Pat Reynolds stated by January. Ada Fromuth stated there were still outstanding charges from the last PDS, whereby 10 registrations could not pay their fees due to the credit card machine not working properly. Ada stated Betty Ann has done all of the research and would just need to call and order it. Mr. Schurman stated we would get this done and there was no point in further delaying it; Chad Garcia directed to take care of it.
8. Jeffrey (Jeff) Musgray, from Army North signed into the audio conference.
9. Ada Fromuth asked when our luncheon was for this month. Mr. Schurman stated we would discuss more on the 24th meeting, in addition to other areas. Ada Fromuth asked if the 8th of September was a better date for the luncheon due to time of year. Mr. Schurman asked if Ada had a speaker, and Ada stated Joe Navarro would let her know if they had a guest speaker. Mr. Schurman asked who had the August luncheon as well as who had the calendar luncheon schedule for the entire year. Ada stated Corrine Deane had the calendar for the entire year, and Mr. Ron Bell stated he would ensure all executives had it.
10. Cynthia Flemming stated the annual audit was due 90 days after new officers were brought in and would get with Kathy Scott in preparation for the audit.
11. Corrine Deane stated Army South is responsible for August luncheon, and Mr. Schurman asked who the POC was for them. Ronald Bell stated he would get in contact with them and get the details for the luncheon. Mr. Schurman was asked if Army South was doing the next luncheon, but there was no confirmation. Corrine Deane – joined conversation late and asked if there were any dates for next luncheon? Corrine Deane stated she would follow up on Army South as she was the luncheon coordinator. Ron Bell asked Corrine to send him the complete list of the luncheon calendar, she stated she would send it for FY 16/17 FY. Mr. Schurman directed Ronald Bell or Chad Garcia to get the lunch schedule out to all executives. Mr. Schurman asked Corrine Deane what the time line was for luncheon and she replied 3 months. Ada Fromuth stated on our webpage there was a 30, 60, 90 day point for the luncheon’s to ensure no issues. Corrine stated she sent out the bylaws when luncheons are being hosted, to let folks know the importance of having them. Mr. Schurman asked if it was odd or not that the luncheon coordinator for Army South had not responded and Corrine stated it was.
12. Mr. Schurman asked Suzanne Meyer to get with Christie Jenkins regarding the chapter website to update it with luncheon dates/times.
13. Corrine stated she needed a date and a guest speaker from Army South so she could send it to the Alamo Gramm for publication. Mr. Schurman asked what would happen if they did not have a guest speaker, and Corrine stated they had to have one per the bylaws. Ron Bell asked who would follow up with Army South, and Corrine stated she would, and gave her new number 395-7770.
14. Felicia Smith from Services Activity – Stated she was taking Rene Benjamins’ position, and the list that was sent to her had Rene’s name attached to it, should she replace? Mr. Schurman stated she was on the new list. Felicia stated her list was old, but Mr. Schurman again validated the new list had her information on it. Felicia stated she secured the Gateway Club for 18 October. Mr. Schurman asked if anyone else had a question.

A **Committee Chair Reports:**

* 1. Auditor – Cynthia Flemming
	2. Awards - Michael Snell
		1. Mr. Schurman stated he showed two people working them and asked Pat Reynolds for status. Pat stated Michael Snell has not done any awards yet, but will pursue them in late December, early January. Mr. Schurman asked if everyone on the list knows what all the awards are. Mr. Schurman asked about the scholarships and timeframe from submissions to go out to the Vice President’s. Mr. Schurman appointed Christie Jenkins to put this information on the website. Chad and Ron told to get awards, dates, and established criteria to issue. In the last ASMC meeting it was reported that no one knew why not many people applied for the awards before, and Mr. Schurman wanted to get the word out to High School students and college students to apply for an award through the national chapters. He stated we needed more submissions, and asked to put together a schedule of what the requirements are for the awards to get more people involved; Ron Bell working. Ada Fromuth stated to make sure the awards were financial, because a non-financial person received an award when she was the VP and a full time employee. Ada stated to keep it limited to financial fields, not engineering and is in the constitution and bylaws for ASMC to abide by.
	3. Budget – Donald (Don) Brocker.
	4. Chapter Competition - Bernard Davey.
	5. Chapter website: Christie Jenkins.
	6. Community Service - Toby Proctor – need to validate.
	7. Corporate Liaison – Rose Saul, need to validate.
	8. Certifications: Katherine Scott.
	9. Elections – Louise Kefelian.
	10. Membership - Ada Fromuth.
		1. Ada Fromuth didn’t have anything. Will start having more sign-ups as we get closer to PDS and we can start looking at what’s going on. Mr. Schurman asked how many members we had and if we did any outreach for new members. Last roster Ada had was 16 June and at that time we had 1,053 members. Ada stated once we got new list, she would go in and see which ones were expired or will be expired by the end of the month. She stated these people are part of our membership and need to get to them. Ada stated don’t just send emails out to ASMC members, but to everyone to help us get chapter competition points, as it is not just limited to ASMC members. Any resource, cost center manager, or finance of any type, even if alternate duty, we need to know about it. As we approach closer to PDS, we have to send roster because registration form has to go through every VP for final authorization. Mr. Schurman stated he wanted to get with Ada offline to discuss past ways of doing business for the Alamo City Area to encourage folks to come to monthly meetings, join chapter, transfer, etc. Ada stated they have to be a current ASMC member and a member of the chapter to encourage them to be a member and get price. Mr. Schurman stated for those that join or come in, we need to see how to reach out to them. Meeting should be an integral process. Ada – if need CPE’s get them at luncheon. Ms. Schurman wants to discuss what we do at the luncheons on the 24th Aug meeting, to show how to get value, and make the luncheons valuable, whereby people are encouraged to come out and attend whether their a member or not. I am assuming anyone can come he asked, and Ada stated yes.
	11. Newsletter - Louise Kefelian.
		1. Mr. Schurman stated he was assuming a newsletter was going out for the August Luncheon, and needed a confirmed name. Chad Garcia is checking on this.
	12. PDI/PDS - Denise Perry.
		1. Mr. Schurman asked Denise Perry if she had anything on the PDS? Denise replied she was working on it and would get something out in the near future.
	13. Programs - Allison Kane-Camaraza.
		1. Only other concern was checking on Virtual PDI, and Mr. Schurman stated we may have to have a coordinator to get the right chair, and purchase as a chapter.
	14. Publicity - Leslie Amerson, need to validate.
	15. Scholarship - Kelly Rivero.
		1. Need to coordinate with calendar due dates, protocol for scholarships, get the word out.
	16. Treasurer - Katherine Igyarto.
	17. Webmaster - Christie Jenkins, contractor with Grant Thornton.
		1. Pat Reynolds – said he went to ASMC website and downloaded website in HTML for Chad Garcia to get to Mr. Schurman and Ada Fromuth. Mr. Schurman needs portal access from ASMC national, once they update their database and makes Mr. Schurman President, he will have strict access. Due to PII and sensitive data, access is limited to the President only. Chad Garcia to put a final roster together of the ASMC players and send out to everyone. Pat Reynolds stated at the national PDI Chapter Round Table, he did a Discussion on the transition of chapter officers, and he would send Mr. Schurman the notes on what they will need to do on the 24th of August meeting. Pat then asked for Mr. Schurman’s email, which Mr. Schurman provided; Geoffrey.Schurman.3@us.af.mil. Chad Garcia working on current roster and will highlight gaps.
1. Vice Presidents - No Update.
2. Next meeting - 07 September 2016 (1st Weds of the month).
3. Closing Comments – Bea Tuley asked Ada to email errors she pointed out earlier in the meeting for the last minutes; Ada sated she would. Mr. Schurman asked again if anyone else had something to say/contribute. Ada motioned for adjournment, and Mr. Schurman agreed, but left by stating the monthly meetings would be on the 1st Wed every month, and stated he would speak more about a way forward at the 24th August meeting offsite. Ada suggested to make the next meeting on the 24th of September. Mr. Schurman stated we can set it up for that and then that’s all I got. End of meeting.
4. Motion to Adjourn – Ms. Ada Fromuth motioned to adjourn; Mr. Geoffrey Schurman seconded. Motion Approved. Adjourned 1230 hrs.