

**ASMC EXECUTIVE COUNCIL MEETING MINUTES**  
**06 Jun 2013**  
**Bldg 349 Rm 305**

The meeting was called to order at approximately 1430 by Denise Wagner, President

**ATTENDEES:**

Denise Wagner, President  
Brianna Hoppel, VP Eglin  
Sharon Pedersen, Secretary  
Michelle Woolgar, Treasurer  
Lisa Gamon, Education  
Lindsey Stephan, Education  
Joan Horn, Awards  
Jason Guzzardo, IT  
Joe Proctor, Programs  
Vanessa Fuentes, Community Service

**President Updates**

First business the President discussed was the administrative items needed under the new Executive Council. The Secretary confirmed that the updated council listing was posted on the ASMC website. Signing of the constitution, providing a budget, posting the current tax form 990N on the ASMC website, and having an audit conducted before the end of August were all examined. Brianna agreed to form a committee so the constitution could be updated. After that is accomplished, Denise will sign and then it can be uploaded to the website.

Michelle stated that she has the most recent 990N and will send to the secretary. Brianna also said she would call the Air Force Audit Agency to see if they would conduct an Audit. In appreciation, a donation will be provided to a charity of their choice.

Another topic considered was the desire to show gratitude to the outgoing Executive Council. All agreed that instead of gifting another trinket, a heartfelt thank you letter would be most valued. Denise agreed to undertake that task.

Because there was no PDI this year, the council was uncertain about the ASMC award results. Denise said she would ask ASMC if they could give us that information.

**Vice-President Updates**

Brianna conversed on the upcoming mini-PDI. Michelle is getting with Jason to ensure the capability of video teleconferencing with Dr. Morin. Everyone agreed that this would be a great publicity opportunity for the chapter. The Secretary was tasked to write an article for the event.

**Committee Updates Programs Committee:** Clearly Joe cannot run the Programs Committee without Committee members. He is soliciting for volunteers. Denise agreed to publicize at the June luncheon that volunteers are need for several committees.

The Jun 19<sup>th</sup> meeting will be held at Coach n Four steakhouse in Ft Walton. As to the location, Joe received positive feedback from 27 members.

The Secretary pointed out that the mini-PDI cannot count as both a meeting and a training event. Joe agreed to hold a luncheon each month. This enables the chapter to capture the most points possible for the ASMC five star competition. Therefore, a luncheon meeting will be held in July. The scholarship awards will be presented during that event. Date is TBD.

**Treasurer Committee:** Michelle agreed to formulate the yearly budget. Brianna will remind committee members to send in their requirements.

**Community Service:** Looking for volunteers for the next Relay for Life event which takes place each April.

**Publicity:** The Secretary asked that anytime an article is sent out to please also send her a copy. Marketing and publicity is part of the 5 Star Award program. The chapter gets points for every published advertisement and article.

**RPDS Committee:** Michelle is publicizing for committee members. The event will be on a smaller scale but will be a great continuing educational opportunity. The date is still to be determined.

**Ways and Means:** The chapter hopes to hold a 5K run in the fall. This will be a chapter fund raiser event.

**Education:** 5 Scholarships are being awarded. The names of the award winners will be sent to the Secretary. Also, if needed – the recipient's schools will be notified prior to the July luncheon.

**Newsletter:** As always, everyone needs to send in their announcements/inputs for the monthly newsletter.

The meeting was adjourned at approximately 1535.

Recorded by: Sharon Pedersen, Secretary, Gulf Coast Chapter.