

# minutes

ASMC Executive Committee Meeting		
7.25.2011	Tine: 1430	Location; BLDG 349 Room 616
Meeting called by	Leah Hodge - President	
Type of meeting	Monthly Executive Committee Meeting 2011-2012 year (July 2011)	
Facilitator	Leah Hodge	
Attendees	Amy Tolar, Brianna Hoppel, Dedra Hickman, Donna Schulist, Jason Guzzardo, Kaci Harris, Leah Hodge, Lynn Becker, Sandra Telemacque, Kent Fitzgerald, Jennifer Denega, Rebecca Ostrander, Yolanda Glenn, Denise Wagner, David Herndon	
Voting Status	Prior meeting minutes were voted on and approved prior to this meeting	
Discussion	SEE BELOW	
<p><b>Chapter Goals:</b> Leah discussed a chapter focus to involve more people in our events, luncheons, etc. She stated working the committees with co-chairs was one way to do this as well as ensure new people were trained for the jobs. Also, many of the below discussions which state OPEN means the committee was asked to bring recommendations and ideas to the next EC. Leah signed the constitution for the new year and it will be sent to the IT committee for posting by the Secretary.</p>		
<p><b>Organizational Chart:</b> Leah updated this chart and put tentative dates in red. The dates are suggested dates for when that committee should submit an article for the monthly newsletter. All are welcome to submit items at any time.</p>		
<p><b>Newsletter:</b> Leah is looking for a co-editor. Do not put articles in the newsletter containing an event/stance/view which have not been discussed at an executive meeting.</p>		
<p><b>RPDS:</b> A Co-Chair is needed from NCMA. We hope to have the program set for the RPDS in early December.</p>		
<p><b>Education Committee:</b> Leah requested training credits given for the RPDS and ASMC luncheons be sorted out. Some credit is given in CPEs and some in CLs or CEUs. <b>(OPEN)</b></p>		
<p><b>Enlisted Advisor:</b> The current enlisted advisor is deployed. We need to recruit an enlisted advisor. <b>(OPEN)</b></p>		
<p><b>Community Activities:</b> Leah would like the Ways and Means to work with the Community Activities Committee and come up with creative ideas to serve as both charitable support/activities as well as fund raising for ASMC.</p> <ul style="list-style-type: none"> <li>- Example: Relay for Life - if we made \$2,000, we could give \$1,500 to the Relay for Life charity and keep \$500 for our chapter.</li> </ul> <p>Deployed member care packages: Does our Chapter still send them? What is the status? It is believed the units have been sending them. <b>(OPEN)</b></p> <p>One idea mentioned was helping the CGOC put on 'Give A Child a Christmas'. The committee will consider ideas and bring suggestions to the next meeting. <b>(OPEN)</b></p>		
<p><b>Ways and Means Committee:</b> Discussion held regarding having more fundraisers, not just for revenue outside of the RPDS (which we rely upon heavily), but also to get our chapter's name out on base so supervisors and others know it's purpose and validate attendance to our events and participation in our activities, etc. They are looking for fundraiser suggestions. The committee said the requirements for hosting a fundraiser are 1) cannot have a fundraiser during CFC or AFA campaigns; 2) must have approval paperwork from Services; 3) can only have a limited number of fundraisers per quarter.</p>		
<p><b>Awards.</b> Leah said that she would like to put more emphasis on our ASMC awards program and present them at the RPDS. Also if we do this, we need to offer NCMA same opportunity to do a similar presentation. Awards committee will thoroughly review the award possibilities and consider how to maximize use of them. <b>(OPEN)</b></p>		
<p><b>Audit.</b> An audit is required within 90 days after the new officers have been inducted. Leah asked Amy Tolar, the Treasurer to request an audit be performed and completed toward the later part of that timeframe. <b>(OPEN)</b></p>		
<p><b>FY12 Budget:</b> Amy Tolar will send out a template for all committees to submit their FY12 budget. Committees can ask Amy for their past expenditures to assist them in submitting a more accurate budget. We need to pay for next year's Relay for Life now in order to receive a discount. A motion was made and approved to reserve 30% of the budget (\$3,000) as seed money to the RPDS. <b>(OPEN)</b></p>		

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**Membership Committee:** Leah requested this committee explore how we can understand which VP a member is represented by – Eglin, Tenant or Hurlburt. Additionally, this committee will research and make recommendations regarding membership drives and any offers we can make/support for new membership. Currently the email distribution list is done by a POC on the Publicity Committee. That function will now move to this committee.  
**(OPEN)**

**Programs: Upcoming Luncheon:** The next luncheon is **25 Aug 11 at the Eglin Club**. Members have asked if they can sign up for the luncheon but not have lunch (and therefore not have to pay). The website currently will not let you register unless you fill out a lunch choice. It was recommended one of the choices on the website be “no lunch”. But, this would create a problem for those establishments that require a minimum number of reservations in order to reserve a room to host our activity. The Programs committee will ensure if we are holding the luncheon in a location which doesn’t support a ‘no lunch’ choice, it’s clear. Programs will also send all info to Publicity for that committee to establish the A3 registration link and for publicizing to the community.

**Website.** Please send website updates via e-mail to [jason.guzzardo@eglin.af.mil](mailto:jason.guzzardo@eglin.af.mil).

Meeting was adjourned at 1545.