



Capitol Club Chapter Board of Directors

Meeting Minutes of February 12th, 2018

Attendees (Quorum = 6):

- BoD In Person: Troy Orwan (P), Pete Friesen (T), Bill Reed (S), Joe Durso, Bob Lindseth, and Jim Taber
- BoD Via Phone: Geoff Leighton
- CC Members: Leslie Gruis

President's (P) Opening Comments/Welcome Discussions (Troy Orwan):

- President Orwan called the meeting to order at 12:04 PM and welcomed all. He noted he was traveling last week hence the change in date of the meeting but the BoD meetings should be back to the regular schedule next month.

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

- Minutes for the January meeting were reviewed.
- **Motion/Discussion/Vote:** Pete Friesen motioned the minutes be accepted as written with Jim Taber seconding. All voted to accept the minutes as written, no opposed.
- 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):

- Treasurer Friesen provided the September 2017 financial report as a hardcopy to attendees.

<u>Operating Funds</u>	<u>Starting</u>	<u>Income</u>	<u>Expenses</u>	<u>Balance</u>	<u>Notes</u>
Checking Account:	\$12,763.02	\$1,350.92	\$ 234.80	\$13,879.14	PayPal Transfer
Money Market:	\$ 1,285.39	\$ 0.05	\$ 0.00	\$ 1,285.44	
Fidelity:	\$37,011.58	\$2,117.82	\$ 0.00	\$ 39,129.40	
Total Operating Funds:				\$54,293.98	
Cash-On-Hand:	\$ 132.75	\$ 0.00	\$ 0.00	\$ 132.75	
PayPal Account	\$ --	\$ --	\$ --	\$ --	
<u>Educational Foundation</u>	<u>Starting</u>	<u>Income</u>	<u>Expenses</u>	<u>Balance</u>	
Savings	\$ 4,047.24	\$ 0.17	\$ --	\$ 4,047.41	

- Operating Fund Expenses included: \$160.00 to Pete Friesen to continue with the Post Office Box and \$74.80 to Bill Reed for the January BoD lunch. Operating Fund Income was a transfer of funds from PayPal.
- Operating Fund Deposits included: \$970.70 from Jeff Snyder and \$380.22 transfer from the PayPal account.
- Pete noted he received checks from Raytheon (\$2,000) and AOC National (\$5,000) that are designated for the Educational Foundation and will be deposited as soon as possible. He also received a check for \$1,000 for web site sponsorship for the Arlington Public Schools, KCW Design, Billington Cyber, and Liberty Group which maintains their sponsorship at the \$250 level to remain on our web site.
- Joe Durso noted a check from JHNA, Inc. for web sponsorship should arrive shortly.
- Pete noted the promises for funds to support the MNF have not yet been received, however a check from the Maple Leaf Chapter for \$1000.00 was returned due to an invalid CC mailing address.
- At the January BoD meeting, Jeff Snyder requested a year over year review of the financials. Pete advised the CC provides National a required yearly update of the CC's financials and this report might satisfy the year over year review. Pete noted the Annual CC Financial Report was ready to be turned into National and is available for review.
- **Motion/Discussion/Vote:** Jim Taber motioned for the Treasurer's Report to be accepted as written, it was seconded by Bob Lindseth, and the motion passed unanimously.

Sponsorship Report (Jeff Snyder):

- No report since Jeff Snyder was not at the meeting.

Programs Report (Donya He):

- No report since Donya was unable to attend the BoD meeting.
- President Orwan noted the “Developing Air-to-Air Target Acquisition Modes for Tactical Aircraft Radar” seminar was tomorrow, Tuesday, February 13th at Raytheon’s Rosslyn office.

Awards (Joe Durso):

- Joe noted that all awards are current and complete and that he will be supporting AOC National on the Awards Selection Committee.

Outreach/Membership Report (Laura Sunden):

- No report since Vice President Sunden was not at the meeting.

Scholarship Report (Mike Conschafter):

- No report since Mike was not at the meeting.

STEM Committee Report (Mark Heck):

- President Orwan noted that Mark sent the STEM Committee Report to the BoD. If you did not see it then please contact President Orwan who will resend it to you.
- Leslie Gruis, STEM Committee member, said she is reaching out to the Montgomery County schools to see how the CC can support STEM efforts. She has also reached out to the IEEE to interact on STEM.
- President Orwan talked a little about the National Science Fair and possible efforts from the BoD to support.

Old Business:

- CC Credit Card:** Jim Taber noted the annual fee for the web site was due and he needed to pay the bill. He asked if there was any resolution on obtaining a CC credit card. Pete noted the Pentagon FCU does not provide business credit cards, but he thinks PayPal can provide a credit card for CC use. Pete will check into acquiring a PayPal credit card.
- CY2018 – Goals and Objectives:** No discussion, but President Orwan to send to the BoD for input.
- CY2018 – Calendar of Events/Meetings:**
 - No discussion except for Program events. President Orwan needs write-ups for the MNF and Holiday Party. He would like to publish a newsletter by February 1st.
 - For the proposed events, President Orwan would like each of the CC Directors with potential events/meetings to draft a short info paper that covers the event, cost estimate, date, times, and location for his and the BoD to review.
- CY2018 – Budget/Funding Requirements:** No discussion. The write-up for the events/meetings will allow the BoD to program for these.
- STEM Program:** At the January BoD meeting, President Orwan announced Mark Heck as the STEM Director at then asked Mark to develop a paper with proposed budgets. Paper needs to identify responsibilities and duties, personnel, funding required, etc. President Orwan asked Mark to brief the paper at the next BoD available meeting. **ACTION:** Mark Heck brief STEM at an upcoming BoD meeting.

New Business:

- No new business was discussed.

Motion/Discussion/Vote: Bob Lindseth motioned for the meeting to be closed, Pete Friesen seconded, and the BoD agreed to close the meeting at 12:37 PM.

The next CC BoD meeting is on Tuesday, March 6th at 11:30 AM at AOC National. All BoD meetings, without classified presentations, are unclassified and open to all members.

Respectfully submitted,
Bill Reed
Secretary
Capitol Club
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