

# Minutes of Hampton Roads AFCEA Chapter Executive Board

Tuesday, March 20, 2007

The Executive Board of the Hampton Roads Chapter of AFCEA was called to order at 11:50 AM by Tim Harschutz on Tuesday, March 20, 2007. The following members were in attendance:

Vice President:	Glenda Bluhm
VP Plans & Programs:	Tim Harschutz
Secretary:	Rachel Blair
Treasurer:	Vince Shahayda
Membership:	Alfred Broderick
Golf Committee:	Palmer Sims
Publicity:	Whit Ludington
Awards:	Dasha Little
Scholarship/Education Programs:	John Oakes

Other Attendees:

## COMMITTEE REPORTS:

### Secretary: (Blair)

- Tim asked for a motion to approve the February minutes, and a motion was made and seconded.

### Treasurer: (Shahayda)

Vince reported:

- Vince mentioned problems with our checking account. We are down to \$743.00. A check was given to Al for \$105.00, leaving just over \$600.00.
- Check written for luncheon expenses, as Dasha was owed those monies.
- John commented we have \$37,000 in scholarship account. As a 501 3C, we would have problems if we transfer the monies to the checking account.
- Outstanding check for membership for AFCEA international.
- Board agrees to wait for advance golf tournament monies received to place operating fund to maintain solvency.
- See the attached Treasurer's March Report for details.
- Tim asked for a motion to accept the Treasurer's Report, and a motion was made and seconded.

### Military Affairs: (Bransom)

Wendy reported: Absent

### Membership: (Broderick)

Alfred reported: Absent

- At the March luncheon 11 members received their anniversary pins.
- Members can carry their membership forward from industry to corporate and back. Must contact AFCEA International to let them know.
- 23 renewals for March. 3 new members.

- Projected 33 renewals for April. Al will be sending emails at the start of April to members. Glenda commented that AFCEA International sends reminders also.
- New membership forms for industry, corporate and students. Al suggested giving out forms at Tidewater Regional Science Fair.
- Al suggesting the need for signage for a membership sign-up table. Al was asked to investigate costs.
- Steve Kelley received Lifetime Membership Award.

Programs: (Harschutz)

Tim reported:

- All set with Holiday Inn Executive Center confirmed as site for luncheon for April and May.
- Not confirmed for July onwards a site for luncheon. Have time to decide whether we want to continue with Holiday Inn.
- Halverson for April luncheon to be confirmed.
- Capt. Slade is speaker for May, tentatively.
- Teresa has been doing a great job organizing speakers.
- Tim looking for suggestions for new speakers.
- Luncheon will cost \$22.00 for members.
- Raffle tickets will be \$3.00 for 5 tickets.
- Discussion for luncheon price tabled for next Board of Directors meeting.

Scholarships: (Oakes)

John reported:

- Tidewater Regional Science Fair is Saturday, March 24. Vince has given checks to John for the awards given.
- John has asked for someone to bring a camcorder for recording the interview segment for submitting nominations. It is part of the selection process. April 27 is the final date to enter nominations.
- Seven potential renewals for the scholarship program, if they take the time to reply. Two notices have been sent out. One potential renewal has responded.
- 12<sup>th</sup> or 13<sup>th</sup> of May are the dates John would like to hold the Selection Board.
- School Year-End Award Ceremony. Need to give school plenty of time to organize this ceremony.
- Scholarship presentations NJROTC. John has a publicity piece he has put together for NJROTC. He has sent it to Whit and Kathy.
- John reminded Board of \$2500 contribution to Education Foundation, AFCEA International will be giving out at Transformation Warfare. Science Fair winner will be present. He and his family will be provided paid hotel accommodation to attend.
- AFCEA Intl. Education Foundation referred Tokyo chapter for assistance.
- Ray Ruiz will not be able to assist with programs as thought. John is looking for support from members to help him with education programs. Palmer suggested a print piece to give to members letting them know what assistance we would like from them. Rachel suggested a print piece at the luncheon table asking for those members who would like to be more active with the chapter to fill out the

form in order for us to contact them directly letting them know the areas we would need assistance.

- Two requirements for NROTC awards at NSU on April 7<sup>th</sup>. Need someone from chapter to represent us. ODU NROTC on April 19<sup>th</sup>. Glenda offered to take April 19<sup>th</sup>. Board discussed that this would be a good opportunity for membership and Young AFCEA. Al said he would make an effort to attend both events.
- \$14,750 raised for Science Fair. AT & T commented they have lost application in their system. John would like to have a more diverse number of companies donating to Science Fair.
- See the attached Scholarship's March Report for details.

Awards: (Little)

Dasha reported:

- International Awards due by the end of March. Dasha commented she is not sure of the core competencies.
- Dasha would like to have a copy of all Board members' resumes.
- Need to find recipients in C4I community at senior and mid-level career. Glenda said to send form for awards to Admiral's office and send form also to membership. Glenda recommended sending admirals an email to direct them to our web site for the awards.
- Other award recipients being asked for are senior and mid-level in engineering community, and senior and mid-level in IT community.
- Palmer mentioned the Trident Warrior exercises taking place this week and whether we could find recipients there.
- Dasha still needs IP's and AFCEAN of the Month Award recipients.

Golf Tournament: (Sims)

Palmer reported:

- Embroidery company prepared to give presentation on what items are available to sell for fund-raising purposes for a golf tournament.
- Secured Oceana for Transformation Warfare. For \$40.00 per participant, we have green fees and luncheon priced to AFCEA chapter. Price to participants to be decided, but somewhere between \$45.00 - \$50.00 per player.
- Two sponsors for Fall Tournament, both silver sponsors at \$1000.
- Palmer is looking for a new deputy for the golf committee.

Young AFCEAN: (Herrell)

Russ reported: Absent

- See the attached Young AFCEAN March Report for details.

Publicity: (Ludington)

Whit reported:

- Debating how we are going to publicize ourselves and whether we will spend money to do so. As a Board, are we going to put all of our money in the scholarship fund or are we going to put some aside for publicity. Whit recommended the monies for publicity should be allocated to the committee chair who is heading the program. As an example, membership has a budget.

- Whit can only submit 3 pictures per month to Signal. End up always cutting out one picture. Whit taking photos of group then individually.
- Whit emailing individual pictures to award recipients.
- Signal magazine is very particular about titles, and the titles of the individual within the chapter. Whit asked what title Steve Kelley has within AFCEA. Whit will call Steve to confirm.
- Whit has asked to get full titles of speakers and award recipients.

Newsletter: (O'Neill)

Kathy reported: Absent

Small Business: (Lee)

James reported: Absent

#### OLD BUSINESS:

- Business cards tabled to next Board meeting.

#### NEW BUSINESS:

- Professional Development Center (PDC). AFCEA PDC wants us to sponsor jointly a course to be offered at Transformation Warfare. Guarantee expenses will be made. Tabled to next Board meeting until Glenda has more information.
- Two reports due, Chapter End of Year Report. Rachel will send out Annual Report to those who need to complete their parts.
- By-laws. Glenda asked if anyone has a copy of the by-laws and strategic plan.

The meeting adjourned at 1:30 PM.

The next AFCEA Hampton Roads Chapter Board of Directors meeting is scheduled for Tuesday, April 17, 2007 at 11:30 at the Town Point Club.