



**Minutes of Hampton Roads AFCEA Chapter
Executive Board**

Date: August 19, 2008

The Executive Board of the Hampton Roads Chapter of AFCEA was called to order at 11:56 AM by Glenda Bluhm on Tuesday, August 19, 2008. The following members were in attendance:

President	Glenda Bluhm
Vice President:	Teresa Duvall
VP Plans & Programs	Tim Harschutz
Secretary:	Mary Yager
Treasurer:	Vince Shahayda
Membership Committee	Al Broderick
Golf Committee:	Dave Johnson
Publicity Committee:	Whit Ludington
Awards Committee:	Dasha Little
Scholarship/Education Committee:	John Oakes
Chapter Web Coordinator	Steve Kelley
Past Presidents:	Mark R. Sinclair
Others Present:	Larry Minnick Frank Kleen

Review and Approval Minutes

- Glenda Bluhm asked for a motion to approve the July 2008 minutes, as read; a motion was made, seconded, and passed.

President's Opening Comments (Bluhm):

Glenda Bluhm introduced Larry Minnick and Frank Kleen, incoming BOD/Deputies.

Treasurer: (Shahayda)

Reported:

- Credit card fees are about \$120 per month. We need to encourage the use of online registration and payment to cover these fees.
- There was a transfer from the scholarship account for eight lunches for scholarship recipients at the August Luncheon.
- **ACTION (Shahayda):** The IRS Postcard (Form 990-N) is due after August 31, 2008 (due date corrected after the meeting).

- Other IRS and state tax form requirements were discussed. **ACTION (Shahayda/Lee):** The BOD needs to find a Tax Lawyer or Accountant to ensure we meet all tax filing requirements in a timely manner. If anyone knows of a Tax lawyer or Accountant that might be willing to provide services either pro bona or deeply discounted please let the BOD know.
- Glenda Bluhm asked for a motion to approve the August 2008 Treasurers Report; a motion was made, seconded, and passed. See the attached August 2008 Treasurer's Report for details.

SPECIAL NOTE: Glenda Bluhm expressed a special "Thank You" to Vince Shahayda for his three years service on the BOD.

OLD BUSINESS:

- Web Status (Steve Kelley) – Steve Kelley has been nominated for the position of Virginia Region Vice President for AFCEA, subject to AFCEA International approval. The chapter needs to find another Chapter Web Coordinator (Update: After the meeting, Darrel Purdy, CIBER has agreed to take this position). Steve Kelley clarified the charges for web updates. The contract covers 2 hours per month/24 hours per year. After those hours are worked, the Chapter will be charged for any additional time worked. Speaker's briefs will be in the archive page. **ACTION (Kelley):** Our chapter's webmaster contract ends in September, so Steve Kelley will send a letter asking if they are interested in continuing to provide web services so the chapter does not have to go through the process of sending out another proposal, reviewing proposals and awarding another contract.
- Chapter Web Site – **ACTION (BOD):** All BOD Members are asked to look at the Chapter Web site and make recommendations for improvement, updates, etc.
- AFCEA Joint Warfighting Conference (JWC) (Steve Kelley) – The chapter will get \$15,000 but has not yet received the check.
- Lunch and Learn (Teresa Duvall) – The "Lunch and Learn" is scheduled for August 27, 2008 at the Armed Forces Staff College. The assignments for BOD members were reviewed. Due to space limitations, only those participating are asked to attend. The speakers will be CAPT Kathy Donovan and COL Earnest Hansley. Teresa Duvall will assist those that need access to the base.

OFFICER'S REPORTS:

President: (Bluhm) – Nothing additional to report.

Vice President: (Duvall) - Nothing additional to report.

Vice President for Military Affairs: (Layne)

Reported: Absent

- See attached August Military Affairs report.

Vice President for Plans and Programs: (Harschutz)

Reported:

- General Shook has been confirmed for the September luncheon.
- Attached is the updated Speaker's list.

Secretary: (Yager)

- The Strategic Plan needs to be updated for 2009. **ACTION (Yager):** Mary Yager will send it to the BOD for review/comment.
- An updated BOD list was handed out. **ACTION (BOD):** Please provide any additional updates to Mary Yager. All changes from the last update are in red.
- For new BOD members, the Chapter handbook is available on the AFCEA International website and it defines the responsibilities of each position. If you cannot find it or cannot download it, please email Mary Yager and she will email you a copy.

COMMITTEE REPORTS:

Publicity Committee: (Ludington)

Reported: Absent

- Nothing additional to report.

Awards Committee: (Little/Thomas)

Reported:

- "Thank you" to Teresa Duvall for presenting the awards at the August luncheon.
- Dasha Little has a Military IP for September but still needs a Civilian IP nominee.
- Dasha Little will be transitioning all Award duties to Frank Kleen with Selena Hernandez-Haines as his deputy.
- Dasha Little will transition the BOD luncheons at Town Point Club to Dave Johnson.

SPECIAL NOTE: Mark Sinclair expressed a special "Thank You" to Dasha Little for her service as the Awards Committee. She took an almost non-existent program in our Chapter and turned it not a functioning and successful Awards program.

Golf Committee: (Johnson)

Reported:

- The golf committee has received \$29,000 to date and has another \$6,000 in firm commitments, with a possibility of about another \$5,000.
- Andy Meeks and his wife have agreed to help with the Silent auction but we need to get several more prizes valued at about \$500 or more to make it successful.
- See the attached August Golf Committee Report for details

Membership Committee: (Broderick)

Reported:

- Al Broderick does presentations at each monthly luncheon for longevity awards and acknowledges new member/transfers.
- The membership Committee needs a deputy, if you know anyone that might be interested.

- The membership committee asked about being allowed to advertise on the chapter website. Also, when a person joins on the website, it takes them to the international website but does not return them back. It needs to be fixed to default to the Hampton Roads Chapter not the Tidewater Chapter websites.

Scholarship/Education Committee: (Oakes)

Reported:

- Three of the four scholarship programs are in stand-down now. All scholarships have been awarded. The Science Fair will start next month.
- **ACTION:** John Oakes will get all scholarship information on the website updated.
- John Oakes made a motion that \$7,000 from the Chapter be designated for Science Teaching Tools awards in addition to the \$1,000 from International. The motion was seconded and passed. If additional funds are required, the scholarship committee will request additional funds from the BOD. The deadline for submissions is 9/20 and the selection committee will meet on 9/27 at John Oakes house at 1:00 PM. John Oakes needs help with the selection process. Please contact John Oakes if you are interested in helping.

Deputy for Education for Navy JROTC: (Campbell)

Reported: Absent

- No Report

Small Business Committee: (Lee)

Reported: Absent

- No Report

Young AFCEAN Civilian: (Herrell)

Reported: Absent

- No Report

Newsletter: (O'Neill)

Reported: Absent

- No Report
- **ACTION (O'Neill):** Put a request in the Newsletter for volunteers from the Chapter to fill several Deputy vacancies, including Secretary, Membership, etc.
- The Newsletter deadline was discussed. Membership will lag one month on their report to allow them to get a full report from International on the first of the month.

Historian: (Owen)

Reported: Absent

- No Report
- **ACTION (Yager):** Get the box of files from Don Owen to check for missing information and files (including the Chapter Charter).

NEW BUSINESS:

- Standing Committees (Glenda Bluhm) – Discussions deferred.
- Site Visit JFCOM-FFC (Glenda) – Discussions deferred.
- FY09 Budget Year (Glenda/Teresa) – **ACTION (BOD):** request Budget inputs from the BOD for next year’s budget to be discussed at the next BOD.
- Membership Drive – Glenda Bluhm will discuss will Al Broderick.
- Sponsorship FY09 Tables AFCEA JWC (Glenda) – The Chapter needs to sponsor a table for the BOD at the luncheons for the 2009 JWC.
- Corporate Tables – Discussed the possibility of small companies joining forces for sponsorship of tables at the monthly luncheons. We would need to come up with a small business cost and guidelines. **ACTION (Lee/Rickman):** Small Business committee to bring a proposal for consideration to the next BOD.
- Ray Miller resigned in June after serving for 12 years as our chapter’s Regional AFCEA Vice President. A motion was made, seconded and approved to get him a gift from our Chapter. It was discussed and decided t hat an engraved clock would be appropriate. **ACTION (Kelley):** Send a short biography on Ray Miller to Kathy O’Neill to include in the newsletter.

Closing Comments: No additional closing comments.

The meeting adjourned at 1:15 PM.

The next AFCEA Hampton Roads Chapter Board of Directors meeting is scheduled for Tuesday, September 16, 2008 at 11:30 AM at the Town Point Club.