



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

Date: February 19, 2008

The Executive Board of the Hampton Roads Chapter of AFCEA was called to order at 11:59 AM by Glenda Bluhm on Tuesday, February 19, 2008 The following members were in attendance:

President	Glenda Bluhm
Plans & Programs	Tim Harschutz
Secretary:	Mary Yager
Membership Committee	Al Broderick
Publicity Committee:	Whit Ludington
Awards Committee:	Dasha Little
	Deputy - LCDR Gary Thomas, USCG
Scholarship/Education Committee:	John Oakes
	Deputy - Rachel Blair
Chapter Webmaster	Steve Kelley
Past Presidents:	Mark R. Sinclair
	Don Owen

Review and Approval Minutes

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

OLD BUSINESS:

- AFCEA EAST – MOA (Kelley/Sinclair) – Is now called the Joint Warfighting Conference with NDIA, Tidewater Chapter and Hampton Roads Chapter all co-sponsoring. The Hampton Roads Chapter will get a minimum of \$10,000 plus an additional \$5,000 if the AFCEA International exceeds their expected NET revenue by 20%. Glenda will make a minor change to the agreement regarding the expected use of the revenue, sign and return to International.
- Model Chapter Award (Little) – Waiting for the final information to finalize the input.
- Awards (Little) – The Hampton Roads Chapter needs to start nominating an AFCEAN of the Month at the International level, and usually there is a better chance of winning with Active Duty Military nominees. It was also recommended that the Hampton Roads Chapter submit for all annual International awards to maximize the awardees from our chapter.

- Annual Report (Yager) – A draft of the annual report was circulated for review. The report will be finalized, reviewed by BOD members, and then submitted by March 1, 2008 to meet the due date.
- Strategic Business Plan Calendar (Duvall) – Glenda Bluhm asked all the BOD members to review due dates for February and March and ensure everyone is on track.
- Insurance (Shahayda) – The form has been sent in but we have not received a price quote back. John Oakes will provide the information for a second company to get another quote.
- Meeting with Herb Brown (Sinclair) – Herb Brown met with Mark Sinclair and Tim Harschutz on January 18th and has agreed to assist with chapter events on a case-by-case basis. He has agreed to participate in the “Lunch and Learn” to be held on March 20, 2008. He has also agreed to arrange for meetings with the commanders of US Joint Forces Command and Fleet Forces Command to encourage them to actively support active duty military participation in Chapter activities.

OFFICER’S REPORTS:

President: (Bluhm)

Reported:

- Glenda Bluhm welcomed Don Owen, who has agreed to take on the responsibilities of chapter historian. Please provide any historical files to Don, either in electronic or hard copy. He will compile and save in electronic format.

Vice President: (Duvall)

Reported: Absent

Vice President for Military Affairs: (Layne)

Reported: Absent

Vice President for Plans and Programs: (Harschutz)

Reported:

- See attached Speaker’s list
- Holiday Inn Executive Center will be undergoing renovations but it should not impact our chapter luncheons being there.
- We are averaging ~10 walk-ins for each month and no-shows continue to be a problem. After the credit card payment is implemented, we will be able to charge the no-shows.

Secretary: (Yager)

Reported:

- Thanks to Dave Johnson for covering the January BOD meeting and taking minutes.

Treasurer: (Shahayda)

Reported: Absent (Treasurer’s report was forwarded in advance)

- We need a status on the plans or status of filing the Chapter 2007 income tax return on time.
- We need to check the Chapter Handbook for auditing requirements, and plan an audit accordingly.
- See the attached January 2008 Treasurer's Report for details. There was a question on the cost of the January luncheon vice the deposit of funds received. It appears money was lost. This will be clarified at the next meeting. Glenda Bluhm asked for a motion to approve the January 2008 treasurers report pending resolution of the luncheon cost issue, a motion was made, seconded, and passed.

COMMITTEE REPORTS:

Publicity Committee: (Ludington)

Reported:

- CDR Thomas' advancement picture will be in the Signal magazine; CDR Layne's picture was not received.

Awards Committee: (Little/Thomas)

Reported:

- Dasha Little is completing the Model Chapter Report and will be contacting the BOD members she still needs input from. She will also contact the Regional VP to provide a status on the report.
- The chapter needs nominations for the Intelligence and Engineering awards, which are due by March 31, 2008.
- Dasha Little needs help on nominations for the monthly awards including Military IP of the month, GS/Contractor IP of the month and AFCEAN of the month.

Golf Committee: (Johnson/Sims)

Reported: Absent (Golf Committee's report was forwarded in advance)

- Please see the attached Golf Committee Email Report for details

Membership Committee: (Broderick)

Reported:

- "Lunch and Learn" Information:
WHAT: AFCEA HAMPTON ROADS Lunch and Learn (Geared toward the military to advertise the benefits of AFCEA)
WHO: VP of Military Affairs, AFCEA Hampton Roads members and invited guest speakers (VADM Herb Brown and RDML Jan Hamby)
WHEN: March 20, 2008 from 1100 - 1330 (11 am – 1:30 pm)
WHERE: Naval Amphibious Base Little Creek Chief Petty Officer's Club
COST: Free to those Invited
- See the attached February 2008 Membership Memorandum for details.

Scholarship/Education Committee: (Oakes/Blair)

Reported: Absent (Scholarship/Education Committee's report was forwarded in advance)

- See the attached February 2008 Scholarship/Education Committee Report for details.

Deputy for Education for Navy JROTC: (Campbell)

Reported: Absent

Small Business Committee: (Lee)

Reported: Absent

Chapter Webmaster: (Kelley)

Reported: No Report

Young AFCEAN Civilian: (Herrell)

Reported: Absent

Newsletter: (O'Neill)

Reported: Absent

NEW BUSINESS:

- No new business was discussed.

Closing Comments:

- There will be a wireless microphone for the luncheons.
- Future BOD meetings will have to start at 11:30 to allow discussion of all items on the agenda.

The meeting adjourned at 1:20 PM.

The next AFCEA Hampton Roads Chapter Board of Directors meeting is scheduled for Tuesday, March 18, 2008 at 11:30 AM at the Town Point Club.