



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

Date: January 20, 2009

The Executive Board of the Hampton Roads Chapter of AFCEA was called to order at 11:50 AM by Glenda Bluhm on Tuesday, January 29, 2009. The following members were in attendance:

President	Glenda Bluhm
Vice President:	Teresa Duvall
VP Plans & Programs	Tim Harshutz
Secretary:	Mary Yager
Treasurer:	James Lee
Editor Newsletter:	Kathy O'Neill
Golf Committee:	Dave Johnson
Awards Committee:	Frank Kleen
Scholarship/Education Committee:	John Oakes
Small Business Committee:	Larry Minnick, Jr. Deputy – Patti Hamilton
Chapter Webmaster	Darrel Purdy

Review and Approval Minutes

- Glenda Bluhm asked for a motion to approve the November 2008 minutes (December 2008 meeting was canceled), as read and a motion was made, seconded, and passed.

President's Opening Comments (Bluhm): Thank you to everyone that helped at the last luncheon.

Treasurer: (James Lee)

Reported:

- The January 2009 budget report includes the 2008 Year End Information. This was explained and discussed.
- There was a discussion of monthly luncheon costs. Currently we are not always breaking even. The analysis did not include the money received for corporate tables. This will be reviewed over the next several months to make sure the Chapter is not losing money.
- Glenda Bluhm asked for a motion to approve the January 2009 treasurer's report, as read subject to future audit and a motion was made, seconded, and passed.

OLD BUSINESS:

- Revised FY08-09 Budget (James Lee) – James will research the ramifications of changing the Chapter budget to calendar year vice the current September to August fiscal year. The Education and Scholarship revised budget was already changed to calendar year.
- Final Approval of the Strategic Plan (Mary Yager & Glenda Bluhm) – An electronic vote will be done after everyone has had a chance to review the final version of the strategic plan. The Strategic Plan needs to get approved soon

OFFICER’S REPORTS:

President: (Glenda Bluhm) – Action: Glenda Bluhm would like an actual count of attendees for the January 2009 luncheon.

Vice President: (Teresa Duvall) – Teresa Duvall introduced and welcomed Patti Hamilton to the BOD. She is the Deputy Small Business Committee Chair and will be assisting Larry Minnick.

Vice President for Military Affairs: (Capt Kathy Donovan)

Reported: Absent

Vice President for Plans and Programs: (Tim Harschutz/Thom Crabtree)

Reported:

- The February speaker, CAPT Urbon canceled due to the TASC luncheon being the week after. We are looking for a replacement speaker for February.
- The March speaker is Mr. Eric Markland, Deputy NGEN Fleet Implementation and Transition Team, NNWC.
- Welcome to our newest corporate sponsor, Booz-Allen Hamilton.
- See the attached updated Speaker’s List.

Secretary: (Mary Yager)

- Still need a Deputy for when I cannot attend the BOD meetings.
- The Chapter annual report is due soon. I will send out last years report for review and updating. Please provide inputs to Mary Yager for consolidation.

COMMITTEE REPORTS:

Publicity Committee: (Whit Ludington)

Reported: Absent

- Action: Provide a paragraph to Kathy O’Neill for the newsletter requesting a Deputy.
- See attached email update.

Awards Committee: (Frank Kleen)

Reported:

- There is an IP of the Month for this month and next month
- Need nominations for AFCEAN of the month.
- A listing of all awards was provided, see attached.

Newsletter: (Kathy O'Neill)

Reported:

- Speaker's gifts were discussed and it was decided to start giving journals vice clocks.
- A motion was made, seconded, and passed to spend \$150 for 2009 speaker's gifts.

Golf Committee: (Dave Johnson)

Reported:

- The golf committee has started meeting and preparing for the annual golf tournament, see attached Golf Committee email update.
- There is a need for a coordinator for the silent auction.

Membership Committee: (Al Broderick)

Reported: Absent

Scholarship/Education Committee: (John Oakes)

Reported:

- There are 7 potential scholarship renewals, which leaves only 2 scholarships for new awardees.
- John Oakes provided a Scholarship/Education budget but it will be revised down to the funds currently available.
- See the attached January Education/Scholarship Committee report.

Chapter Webmaster: (Darrel Purdy)

Reported:

- October 6 hours were expended on web site updates/maintenance, then only 30 minutes were used in November and December, therefore for the year we are right on target.
- The scholarship letter has not been uploaded, awaiting approval from the President. It was agreed to change the wording to include an availability of funds clause. Action: Teresa Duvall will assist with the appropriate wording.
- Action: Check to make sure all email address links are correct on the Chapter website.
- See attached January Web site Status report.

Small Business Committee: (Larry Minnick)

Reported:

- Turnover with James Lee of his former SB Role
- Introduced Patti Hamilton as my SB Deputy
- Working w/Tim Harschutz on a SB Corporate Table
- Attending other AFCEA events and discussion with their SB rep's for ideas to bring to our chapter
- Solicited idea's from the BOD for any SB ideas
- Attempts to follow-up w/Victoria on any SB initiatives she has started

Young AFCEAN Civilian: (Russell Herrell)

Reported: Absent

Historian: (Don Owen)

Reported: Absent

NEW BUSINESS:

- Credit Card Services – James Lee presented a detailed analysis comparing current credit card charges with rates from Sam’s Club for similar services. James Lee will contact Sam’s Club to ensure there are no hidden fees and also check to make sure we have met all contractual agreements with the current vendor before the BOD brings to a vote.
- Updated Corporate Table Information – Proposal will be sent to Mary Yager to be sent out for an electronic vote.
- There was a proposal to consider charging higher costs for the monthly luncheons at the door for those that did not register/pay. This was tabled to be discussed in more detail at a later date.
- Larry Minnick is going to research the cost of name tags for BOD's.

Closing Comments: None

The meeting adjourned at 1:40 PM.

The next AFCEA Hampton Roads Chapter Board of Directors meeting is scheduled for Tuesday, March 17, 2009 at 11:30 AM at the Town Point Club.