



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

Date: June 15, 2010

The Executive Board of the Hampton Roads Chapter of AFCEA was called to order at 11:37 AM by Teresa Duvall on Tuesday, June 15, 2010. The following members were in attendance:

President	Teresa Duvall
Vice President:	Eric Markland
VP Military Affairs	LT Doug Vanderlip
Secretary:	Amanda Jordan
Treasurer:	James Lee
Editor Newsletter:	Kathy O’Neill
Golf Committee:	Dave Johnson
Publicity Committee:	Whit Ludington
Scholarship/Education Committee:	Mary Yager
Small Business Committee:	Patti Hamilton

President’s Opening Comments: (Teresa Duvall)

- Thank you LT Doug Vanderlip for submitting the last set of awardees.

Review and Approval Minutes

- Dave Johnson asked for a motion to approve the May 2010 minutes, as amended and a motion was made, seconded by Eric Markland, and passed with Whit Ludington sustaining.

**OFFICER’S REPORTS:**

President: (Teresa Duvall)

- See opening comments.

Vice President: (Eric Markland)

- Eric Markland would like to have a follow up discussion with Admiral Deets and Mr. Halvorsen regarding hosting a luncheon for NGEN topic and clarify on military attendance for this event.
- Discussed possible idea of combining the Lunch & Learn with the NGEN topic at Snug Harbor – issue of making this an all-hands event with AFCEA.

- Need to clarify with Admiral Deets regarding his speaking topic at the August luncheon.

Vice President for Military Affairs: (LT Doug Vanderlip)

Reported:

- Continuing to plan and work out details for the upcoming Lunch & Learn.

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

- Chris Miller, Tech Dir for SPAWAR confirmed for the September Luncheon
- See the attached updated Speaker's List.

Secretary: (Amanda Jordan)

- Still needs Don Owen's home address for required tax information request by James Lee.

**NEW BUSINESS:**

- Opening Sponsored Tables at Luncheons to Civil Servant Personnel (Teresa Duvall) – Teresa Duvall reviewed with Tidewater AFCEA and AFCEA International the inclusion of both military and civil servant attendees at sponsored tables during the monthly luncheons. Due to lack of military attendance, this will help fill the open sponsored seats at the luncheons. Many other chapters already engage in opening up sponsored lunches to civil servants. Whit Ludington moved to make a motion that there should be no distinction between uniformed military and civil service employees for luncheon attendance and more details will be provided via chapter website. This will be a 6-month trial period to be reevaluated at the end of August. LT Doug Vanderlip seconded this motion and passed unanimously with all Board members in favor.
- September Meeting for NGEN (Eric Markland) – Eric Markland will take this topic for action. See Vice President Report above for more information.
- Subscribe to Newsletter via Website (Teresa Duvall) – Need to clarify with Kathy O'Neil if subscribing via the website to the newsletter can sync to her email address. Follow up at the July BOD Meeting.
- Impact of Very Large Chapter (Teresa Duvall) – Teresa Duvall discussed the differences between a large and very large chapter with Sean McGowan. Once the chapter reaches 525 members, the chapter moves from a large to a very large chapter; however, this is not a hard and fast number. The main difference is the award categories. For the Harry C. Ingles and Albert J. Myer Awards, we move into a different category. The only difference other than that is for chapters who reach 1,000 members, as their chapter rebates are capped at \$1,000. Otherwise there are no legal or administrative requirements to be met.

## **OLD BUSINESS:**

- Publicity for Golf Tournament (Dave Johnson) – Dave Johnson expressed his gratitude and thanks to Megan Preston at Capstone Corporation for her assistance with the golf advertisement. He commented that her graphic art experience is outstanding. The advertisement has been sent to Signal and we are awaiting feedback. Tracking the new golf sponsorship or attendance once the ad has been published will inform us on the ads impact. A possible way to track this is to ask the new sponsorship or golfers how they found out about the tournament.
- Publicity for Rob Carey in Signal – Track Attendance (Teresa Duvall) – Teresa Duvall asked Tim Harschutz to track the attendance from the ad for Rob Carey in the Signal magazine. Tim should be prepared to report out at the July BOD.
- 50/50 Raffle Tax Requirements (James Lee) – Still waiting to hear back from the accountant regarding tax requirements. James Lee is going to email corporate to see if they have any information on this issue.
- Lunch & Learn (LT Doug Vanderlip) – Doug Vanderlip asked all Board members if there was a 2008 Lunch & Learn Presentation. The only presentation at the event was the presentations by individual speakers. The board discussed the feedback received from the previous lunch and learn. As a result, all speeches from board members should be kept to a timed minimum. There should be a brief discussion from the Educational Foundation (corporate), one for the golf tournament,/educational benefits, one about membership, one about benefits of becoming an AFCEA member, one from Steve Kelley and one from either Teresa Duvall or Eric Markland.

## **COMMITTEE REPORTS:**

### Treasurer's Report: (James Lee)

#### Reported:

- E-Postcard was filed on June 14, 2010
- Important to note that online registration is significantly higher than door registration for the luncheons.
- Teresa Duvall gave the go ahead to send the donation of \$20 to Wounded Warrior on behalf of Major General Edgington for his speaker gift.
- See the attached June 2010 Treasurer's report.
- Dave Johnson asked for a motion to approve the July 2010 treasurer's report, as read subject to future audit and a motion was made, seconded by Whit Ludington, and passed unanimously.

### Publicity Committee: (Whit Ludington)

#### Reported:

- Signal ad for Rob Carey was just released and magazine was sent out 1<sup>st</sup> of the month.
- Golf advertisement looks great – a special thanks to Megan Preston.
- International informed Whit Ludington that the chapter receives 3 free ads per year and we have 1 left to this date. There needs to be at least 2 months notice for an ad to

appear. For the ad to be effective, the event being advertised needs to take place from mid-end month the ad appears due to the magazine mailed at the beginning of the month.

Awards Committee: (Frank Kleen)

Reported:

- Thanks to Doug Vanderlip, we have an IP of the month. We still need an AFCEAN of the month; therefore, please send nominations and CC Teresa Duvall.

Newsletter: (Kathy O'Neill)

Reported:

- Teresa Duvall thanked Mary Yager for submitting the June Newsletter. Mary Yager expressed her gratitude to Amanda Jordan for her assistance with editing.
- Please send all inputs for the newsletter by Friday.

Chapter Webmaster: (Darrel Purdy)

Reported:

- See the Report for details on improvements to the website.
- Despite the improvements, we are on a budget this year.
- See the attached June 2010 Website Report for details.

Golf Committee: (Dave Johnson)

Reported: Absent

- Currently contacting corporations to get sponsorship for 2010 Golf Tournament – Reaching out to Grayson, Truestone, Deloitte, Teradata, and Ironbow.
- Please provide assistance to the golf committee for solicitation of sponsorship. Any help is greatly appreciated.

Membership Committee: (Al Broderick)

Reported: Absent

Scholarship/Education Committee: (Mary Yager)

Reported:

- Mary Yager made a motion to approve financial assistance with transportation fees for space camp attendee not to exceed \$1000 after receiving liability response from corporate and would like to note the budget allows for this request. Eric Markland seconded the motion and it passed unanimously.
- The Tidewater Science of Congress is looking for an executive director. Note that John Oakes is the treasurer.
- See the attached June 2010 Education and Scholarship Report for details

Small Business Committee: (Patti Hamilton)

Reported:

- Teresa Duvall made a motion to approve the Small Business Outreach Symposium and Amanda Jordan seconded with all in favor.
- Patti Hamilton asked all board members if anyone has a connection with transportation companies to provide transportation to the guest speakers for the event.
- Board discussed possible idea of the Mayor speaking at the Symposium to address small business topics. If able to attend, emphasis was to keep introduction brief.
- Discussion of making the flyer for the Symposium eye catching with more flare. Amanda Jordan suggested to bring this up to Megan Preston due to her graphic art experience as Amanda is meeting with her this week.
- See the attached June 2010 Small Business Committee Report.

Young AFCEAN Civilian: (Penny Morgan)

Reported:

- Please update Penny Morgan's email address to pmorgan@aermor.com

Historian: (Don Owen)

Reported: Absent

**Closing Comments:** None

The meeting adjourned at 1:25PM.

The next AFCEA Hampton Roads Chapter Board of Directors meeting is scheduled for Tuesday, July 20, 2010 at 11:30 AM at the Town Point Club.