



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

Date: March 18, 2008

The Executive Board of the Hampton Roads Chapter of AFCEA was called to order at 11:36 AM by Tim Harschutz, VP Plans and Programs, on Tuesday, March 18, 2008. The following members were in attendance:

VP Plans & Programs	Tim Harschutz
Treasurer:	Vince Shahayda
Editor Newsletter:	Kathy O'Neill
Publicity Committee:	Whit Ludington
Awards Committee:	Dasha Little Deputy - LCDR Gary Thomas, USCG
Scholarship/Education Committee:	John Oakes
Small Business Committee:	James Lee
Young AFCEAN Civilian:	Russell Herrell
Past Presidents:	Mark R. Sinclair

Acting President - Opening Comments (Harschutz):

A quorum was established and the meeting began with a comment from John Oakes that we should ask – and stress – that the monthly Board meeting start promptly at 11:30 AM since everyone's time is precious and schedules need to be met.

Tim Harschutz presided over the meeting since Glenda Bluhm, President and Teresa Duvall, Vice President, were both required to be out of town on business. In Glenda's place, Tim thanked everyone for attending. There are no other President's Comments at this meeting.

Review and Approval Minutes

- Tim Harschutz asked for a motion to approve the February 2008 minutes, as submitted and a motion was made, seconded, and passed.

Treasurer: (Shahayda)

Reported:

- Tim Harschutz asked for a motion to approve the February 2008 treasurers report as submitted, a motion was made, seconded, and passed.
- See the attached February 2008 Treasurer's Report for details.

OLD BUSINESS:

- Corporate Tables (Tim Harshutz)/Monthly Luncheon Costs - Tim Harschutz discussed the Corporate Table program defining the current per plate cost at the Holiday Inn – Executive Center for 2008 is \$20.45 and at Lake Wright about \$20.00. The current luncheon price is \$25.00 members/non-members and Active duty military \$22.00. Since there had been numerous conversations among Board members regarding the “profit/loss” consequences of the Corporate Table program, it was decided that for the remainder of 2008, the cost to sponsor a Corporate Table would remain at \$1,400.00 for a table of 8. It was also confirmed that the Chapter, and in particular the VP – Plans & Programs, would have the final say as to who is assigned as a “guests” of a Corporate Table. Since there were no actual changes to the program, no motion or vote was made on this issue, only confirmation of the original pricing and structure of the program. The BOD will re-evaluate cost for 09 beginning in Oct 08.
- AFCEA EAST – MOA (Mark Sinclair) - Mark Sinclair discussed the “Joint Warfighting Conference 2008 – JWC 08” as it is now called. AFCEA EAST will no longer be used to identify this conference. Mark stated that all aspects of the conference are on track and that there are very few booths left to sell for this event. He also stated that Dennis Garcia is still in need of volunteers and that the Board members might expect a call from Dennis if they had not already spoken with him regarding help during the conference.
- Strategic Business Plan – March and April Calendars (All BOD) - No report, no action. (See “New Business” regarding a “chapter calendar” and keeper)
- Insurance (Vince Shahayda) - Vince Shahayda reported that he is still working on the insurance issue and will report of the progress of this issue at the April Board meeting.

OFFICER’S REPORTS:

President (Bluhm):

Reported: Absent

Vice President (Duvall):

Reported: Absent

Vice President for Military Affairs: (Layne)

Reported: Absent

- Michelle Layne submitted a report for the “Lunch-n-Learn” program scheduled for Thursday, March 20th at the Snug Harbor Club on Little Creek Amphibious Base, starting at 1100 hours. Program schedule is attached.

Vice President for Plans and Programs: (Harschutz)

Reported:

- Tim Harschutz reported that speakers are scheduled through August, 2008, with the one exception being June, 2008, which is the month of the JWC08 conference. The topic of responding to a Speaker's Bureau request was discussed and will be dealt with as requests arise. The Board agreed to discuss this issue in more detailed at a future meeting.
- See attached Speaker's List

Secretary: (Yager)

- Mary Yager was not present but submitted the Minutes from the previous month's meeting as well as the Board Meeting Outline for the March meeting, which Tim used to conduct the structure of the Board meeting. Tim thanked Mary in her absence for the great job she's doing as Board/Chapter Secretary.

COMMITTEE REPORTS:

Publicity Committee: (Ludington)

Reported:

- Whit Ludington discussed the fact that each chapter is only allowed 3 pictures per issue of SIGNAL magazine. He did note, however, that one chapter had 5 pictures and that he might inquire as to why. He also suggested that we use any additional pictures for our own newsletter. This suggestion was roundly applauded and Kathy O'Neill agreed to work with Whit on this issue.

Awards Committee: (Little/Thomas)

Reported:

- Dasha Little reported that she has submitted the "Model Chapter" report to AFCEA International as required.
- She also asked (pleaded!) for help in finding IPs of the Month candidates.
- She reported on some International awards that are available and asked for candidates for this as well.

Golf Committee: (Johnson)

Reported: Absent

Membership Committee: (Broderick)

Reported: Absent

- Al Broderick submitted a report in his absence. See the attached March 2008 Membership Memorandum.

Scholarship/Education Committee: (Oakes/Blair)

Reported:

- John Oakes reported that all awards went to students in York County, by coincidence. (NASA Langley and JLABs community).
- The BOD discussed and authorized John Oakes to accept application for previous scholarship winner who got less than a B in a math/Science course for consideration of scholarship this time but NOT an automatic renewal.
- See attached John also submitted a report. (see attached)

Deputy for Education for Navy JROTC: (Campbell)

Reported: Absent

Small Business Committee: (Lee)

Reported:

- No new activity to report on this month.

Chapter Webmaster: (Kelley)

Reported: Absent

- There was discussion of the status of the online “registration process” and billing for luncheons, which is up in Beta on WEB for selected users only. A few Board members said they had registered for last week’s luncheon online and were successful in doing so. The site should be “live” and go to good before the April luncheon. Online billing on the WEB site will take AMEX, Discover, Master Card, and Visa.

Young AFCEAN Civilian: (Herrell)

Reported:

- Russ Herrell reported that the maximum age for a “Young AFCEAN” is now 40 years old. He said his “recruiting” focus will now include military folks in transition.

Newsletter: (O’Neill)

Reported:

- As stated earlier, Kathy and Whit will work on getting pictures from the luncheons into future newsletters.
- The chapter is out of clocks for the Thank you gift for the Speakers. Kathy O’Neill asked for input on whether the Chapter should continue to provide “clocks” as speaker gifts. The discussion centered on costs so as not to exceed FAR regulations, etc. It was agreed the clocks remain a good choice and Kathy was directed to proceed with the purchase of additional clocks for the next 12 months and approved changing the style.
- Kathy asked for timely submission of news items for the newsletter!!!!

NEW BUSINESS:

- Speakers Bureau (Whit Ludington) - Whit Ludington reported on a request to establish a list of Board members who might be able to respond to a Speaker’s Bureau request. The Board members suggested we discuss in greater detail at a future meeting so as to be prepared to respond to any such requests in the future from the local community.
- Electronic Submission of Reports (Mary Yager) – Currently, only President and Membership currently have access to chapter records online. Since annual reports, etc will be done online, recommend we request additional persons be given access. Recommendation by Teresa Duvall was for it to be expanded to President, Membership, Vice-President and Secretary.
- Chapter Calendar/Backup Plans - Tim apologized again for failing to prepare for last week’s luncheon in a timely manner and as a consequence, asked for input on how to create, monitor and act on a Chapter calendar that all Board members can review and

certain members may act on future or pending requirements in a timely manner. A “Calendar Manager” of sorts was suggested and further discussions were recommended. Tabled until April Board meeting for Glenda and Teresa’s input. In line with this suggestion, Tim also discussed a “back up” plan for various luncheon/event requirements, i.e. – Rolling PowerPoint – who has it on their personal laptops; Registration – if Vince, Tim, James won’t be able to attend a luncheon, who will run registration and deal with the money and luncheon payment to the hotel; Speaker Intros – in the case of absent Board members (Glenda, Teresa, Tim, Thom), who would introduce the luncheon speaker; Publicity – should Whit and Dasha not be in attendance at a luncheon, who could/would take pictures? These issues need to be addressed, so input is welcomed.

Closing Comments:

No additional closing comments.

The meeting adjourned at 1:11 PM.

The next AFCEA Hampton Roads Chapter Board of Directors meeting is scheduled for Tuesday, April 15, 2008 at 11:30 AM at the Town Point Club.