



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

Date: May 18, 2010

The Executive Board of the Hampton Roads Chapter of AFCEA was called to order at 11:42 AM by Teresa Duvall on Tuesday, May 18 2010. The following members were in attendance:

President	Teresa Duvall
VP Military Affairs	LT Doug Vanderlip
Secretary:	Amanda Jordan
Treasurer:	James Lee
Membership Committee	Al Broderick
Editor Newsletter:	Kathy O'Neill
Publicity Committee:	Whit Ludington
Awards Committee:	Frank Kleen
Scholarship/Education Committee:	Deputy – Eddie Riddick
Young AFCEAN Civilian:	Penny Morgan
Chapter Webmaster	Darrel Purdy

President's Opening Comments: (Teresa Duvall)

- Teresa Duvall thanked all of the volunteers for coming out to support the Joint Warfighting Conference and also a special thanks to Tim Harschutz for coordinating all of the volunteers.
- Luncheon at the JWC was well attended and also well received
- Teresa Duvall offered two challenges to the BOD: First one, she would like to challenge each Board member to submit at least one person for at least one award to submit to Frank Kleen. The second challenge is to recognize someone for the AFCEAN of the Month. This could be anyone deserving of the award including, but not limited to someone who has helped you along the way.
- Last, but not least, Teresa Duvall expressed her gratitude to all of the Board members for their hard work and efforts.

Review and Approval Minutes

- Al Broderick asked for a motion to approve the April 2010 minutes as read and a motion was made, seconded by Frank Kleen, and passed unanimously.

OFFICER'S REPORTS:

President: (Teresa Duvall)

- Steve Kelly, Eric Markland, and Teresa Duvall visited RADM Deets and Mr Halvorsen. Goal of the visits is to encourage leadership to attend future luncheons and to see what our chapter can be doing better to meet NNWC/Navy Cyber Forces goals.
- Discussed the September monthly luncheon topic of NGEN with the possible location of Snug Harbor Club (Eric Markland for action)
- See opening comments.

Vice President: (Eric Markland) - Absent

- Raised the question of what the impact to revenue was since some vendors were unable to participate in the JWC due to the damage of their booths from the floods down south
- Nancy had a good idea to collect left over handouts from the conference, something we need to coordinate for next year. Need more than two people to properly execute.

Vice President for Military Affairs: (LT Doug Vanderlip)

- Continuing to learn all of the job responsibilities expected to fulfill role as VP of Military Affairs
- Looking to schedule the lunch and learn event sometime in July with the goal of enhancing military attendance at the monthly luncheons. Purpose of the lunch and learn is to educate the military about benefits of becoming an AFCEA member.
- Next step is to setup an interview with NCTAMS LANT

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

- All luncheons will be held at the Holiday Inn Select in Norfolk: 1570 N. Military Highway
- June Luncheon will start the new pricing of \$30 for "walk-ins." Any unannounced walk-ins will be charged \$30 for the luncheon. Need to publish this to all publications – media and Chapter website
- See the attached updated Speaker's List.

Secretary: (Amanda Jordan)

- Keeping all important records – letters, reports, ect, electronically and also printed in a binder for 2010

NEW BUSINESS:

- Publicity for Golf Tournament (Whit Ludington) – To promote the upcoming 2010 Golf Tournament; will use one of our advertisements in the Signal Magazine. The publicity will be similar to the one for July's speaker, Rob Carey, DON CIO. Possible idea for the golf tournament advertisement is a silhouette of a golfer.
- September Meeting for NGEN (Eric Markland) – Waiting to hear back from Eric Markland.

- BOD Meetings – Options (Teresa Duvall) – Teresa Duvall discussed possible ideas for the BOD meetings to accommodate all BOD members’ schedules. The consensus was to leave the start time at 11:30, but make an effort to start on time as opposed to waiting to start until everyone has finished lunch.
- Discussion on Civil servants attending our lunches at the sponsored tables for no charge. The limiting factor would be the number of available seats. Vote to occur after thought and discussion at the June BOD.

OLD BUSINESS:

- Joint Warfighting Conference (Teresa Duvall) – At the JWC, Al Broderick, Nancy Rantanen, Patti Hamilton and others solicited the vendors the last day of the conference. Next time, recommend at least six people to volunteer for this effort and possibly start earlier (on the last day) around 12:00 pm.
- Publicity in Signal for Rob Carey (Whit Ludington) – The ad for Rob Carey in the Signal Magazine is in and will appear with a very nice picture. Discussed the possible idea of tracking attendance at the luncheons with the use of the ad to promote the speaker. To see if the ad is beneficial, we need to track when people start registering online and how many registrations per day. The questions was raised on how can we keep track of this. James Lee sees the luncheon attendees when they pay, not when registered. We believe Tim Harschutz would be the best to track.
- 50/50 Raffle tax requirements (James Lee) – Still waiting to hear from the accountant regarding tax issues of 50/50 raffle tickets. James Lee mentioned that he has researched the topic and has not found any tax regulations for 50/50 raffles. The tax accountant is on vacation.
- Lunch & Learn (Penny Morgan and Doug Vanderlip) – See Vice President for Military Affairs Report for information regarding Lunch and Learn.
- Website Update (Darrell Purdy) – Updates have been made to the HR AFCEA website. The JWC link is up. The tab, “Corporate Membership” located in the top horizontal navigation menu has been changed to Membership with 3 drop down links to General Membership Info, Join AFCEA Now, and Corporate Membership. The link of Join AFCEA Now will help potential members to join very easily without having to search around. The issue brought up at April’s BOD meeting of having to scroll down to see Quick Links has been fixed by stretching the screen wider. All BOD members to continue to suggest potential website updates.

COMMITTEE REPORTS:

Treasurer’s Report: (James Lee)

Reported:

- Taxes extended to August 15, 2010 to collect required information
- Currently, there are 7 Corporate Table Sponsors. See report for list of corporate sponsors.

- See the attached May 2010 Treasurer's report.
- Whit Ludington asked for a motion to approve the May 2009 treasurer's report, as amended to show speakers gifts as multiple gifts subject to future audit and a motion was made, seconded by LT Doug Vanderlip, and passed unanimously.

Publicity Committee: (Whit Ludington)

Reported:

- Please send all pictures from the JWC to Whit Ludington. Award titles and recipients need to accompany pictures (Frank Kleen)

Awards Committee: (Frank Kleen)

Reported:

- Currently, no nomination has been made for AFCEAN or IP of the Month.
- See attached May 2010 Awards Report.

Newsletter: (Kathy O'Neill)

Reported:

- Continue to send input for Newsletter in advance
- Will note the price change for walk-ins for monthly luncheons in the upcoming newsletter

Chapter Webmaster: (Darrel Purdy)

Reported:

- Updated website to reflect requested changes. See Website Update in Old Business for specific update information.
- Need to update the website to include: June's Speaker, Major General Edgington, his topic and the Scholarship page.
- See the attached May 2010 Website Report for details.

Golf Committee: (Dave Johnson and Palmer Sims)

Reported: Absent

- Received \$8,000 to date – slightly behind last year contributions for 2009 tournament
- Potential new sponsors for the upcoming tournament by contacting the vendors that manned the booths at the JWC. This was in joint with the suggestion by Nancy Rantanen to contact each vendor and leave paper fliers to ask vendors to donate the leftover goodie bag items for our tournament – Thanks to Nancy, Patty, Al, and Larry for executing nicely at the conference and their efforts to collect items for the goodie bags
- Each member of the Golf Committee has been assigned and tracking key Tier sponsors as we move into the collection phase of the 21st annual golf tournament.

Membership Committee: (Al Broderick)

Reported:

- Need to increase membership of students.

- Thank you to all the volunteers at the JWC – Outreach was great this year.
- Eight Corporate Memberships will expire and currently, half have already renewed.
- For the month of June, there will be one 10 year, one 15 year and one 20 year
- See attached May 2010 Membership Memorandum for details

Scholarship/Education Committee: (Eddie Riddick)

Reported:

- Presented one scholarship award at the JWC Luncheon and plan to present remaining scholarship awards at either High School Award Ceremonies or AFCEA Monthly Luncheons
- Reached out regarding presenting NJROTC Leadership Awards
- Still need a Deputy for the Scholarship/Education Committee to assist Mary Yager.
- Will update website Scholarship Page for better visibility of scholarships.
- Continue to notify schools of AFCEA International STEM Educator Scholarship – Due June 10.
- See the attached May 2010 Education and Scholarship Report for details

Small Business Committee: (Larry Minnick/Deputy Patti Hamilton)

Reported:

- Auditorium secured at the Virginia Beach Central Library for August 19th for SB Conference
- Larry Minnick and Patti Hamilton attended a few of the Blue Coast SB events. They were very informative and resourceful. They had the opportunity to speak with new and out of town SB's and extended an invitation to attend upcoming luncheons and will ensure they receive invitations for the August Conference. More information to be included in the newsletter.
- See the attached May 2010 Small Business Committee Report.

Young AFCEAN Civilian: (Penny Morgan)

Reported:

- Working with LT Doug Vanderlip to coordinate the upcoming Lunch and Learn Event.

Historian: (Don Owen)

Reported: Absent. No Report.

Closing Comments:

The meeting adjourned at 1:03 PM.

The next AFCEA Hampton Roads Chapter Board of Directors meeting is scheduled for Tuesday, June 15, 2010 at 11:30 AM at the Town Point Club.