



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

Date: November 23, 2010

The Executive Board of the Hampton Roads Chapter of AFCEA was called to order at 11:42 AM by Whit Ludington on Tuesday, November 23, 2010. The following members were in attendance:

President	Teresa Duvall
Vice President:	Whit Ludington
VP Military Affairs	LCDR Doug Vanderlip
Secretary:	Amanda Jordan
Treasurer:	James Lee
Membership Committee	Everett Hayes
Editor Newsletter:	Kathy O'Neill
Golf Committee:	Deputy - Palmer Sims
Publicity Committee:	Tim Harschutz
Awards Committee:	Frank Kleen
Scholarship/Education Committee:	Mary Yager
Small Business Committee:	Patti Hamilton
Young AFCEAN Civilian:	Penny Morgan
Young AFCEAN Military:	Vacant

President's Opening Comments: (Teresa Duvall)

No comments

Review and Approval Minutes

- Whit Ludington asked for a motion to approve the October 2010 minutes as amended and a motion was made by Tim Harschutz, seconded by Palmer Sims and passed unanimously.

**OFFICER'S REPORTS:**

President: (Teresa Duvall)

- No report.

Vice President: (Whit Ludington)

- Whit Ludington has received no input or feedback from the 2011 Strategic Plan.

- He has made minor updates to goals for this year. He will be reorganizing the Appendix.
- Whit Ludington will be sending the updated Strategic Plan.

Vice President for Military Affairs: (LCDR Doug Vanderlip)

Reported:

- LCDR Vanderlip sent Captain Swanson a message regarding the upcoming Lunch & Learn to be the keynote and is awaiting response.
- Looking to schedule the Lunch & Learn sometime late February, early March; possibly looking to partner with the opening of NWDC.
- See the attached November 2010 VP of Military Affairs report for details.

Vice President for Plans and Programs: (Thom Crabtree)

Reported: No report.

Secretary: (Amanda Jordan)

Reported: No report.

**NEW BUSINESS:**

- Intern Program for Small Business Sponsors (Patti Hamilton) – Patti Hamilton is currently trying to contact schools for Project Lead the Way. This will tie in with the Small Business intern program. Our goal is to help out our small businesses while providing opportunities for students.
- Strategic Plan (Whit Ludington) – Please see Vice President report for details.
- Young AFCEAN (Penny Morgan) – Please see YOUNG AFCEAN report below.
- Virtual Meeting in 2011 (Teresa Duvall) – Discuss next month.
- 2011 AFCEA HR Budget (James Lee) – Please send your budget input to James Lee for your appropriate area.

**OLD BUSINESS:**

- Coins (Whit Ludington) – Discuss next month.

## **COMMITTEE REPORTS:**

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

Reported:

- See the attached November 2010 Treasurer's report with one amendment – change October 12<sup>th</sup> to November 9<sup>th</sup> under item 1 of Issues/Items of Interest.
- Teresa Duvall asked for a motion to approve the November 2010 treasurer's report as amended subject to future audit and a motion was made by Mary Yager, seconded by Tim Harschutz, and passed unanimously.

### Publicity Committee: (Tim Harschutz) -

Reported:

- Please see the attached November 2010 Publicity report for details.

### Awards Committee: (Frank Kleen)

Reported:

- Awards have been sent out.
- Please see the attached November 2010 Awards report for details.

### Newsletter: (Kathy O'Neill)

Reported: No report.

### Chapter Webmaster: (Darrel Purdy)

Reported:

- See the attached November 2010 Website Report for details.

### Golf Committee: (Deputy – Palmer Sims)

Reported:

- Please see attached Golf Solicitation letter for 2011 with changes – Palmer Sims, James Lee, Whit Ludington, and Dave Johnson are going to meet to discuss the wording of the letter.
- Need to emphasize early commitments from tier sponsors to ensure they have the correct tee time
- Coordinating with Darrel Purdy, Chapter Webmaster, to update the pay-by-credit card page
- Contacted all 2010 tier sponsors to encourage early sponsorship for 2011 tournament
- Christmas cards will be sent out to all tier sponsors by December 15.
- See attached November 2010 Golf Committee Report.

Membership Committee: (Everett Hayes)

Reported:

- Everett Hayes is currently learning the roles and responsibilities. He is sending out reminders two months ahead for expiring memberships.
- He is currently seeking for ways to increase membership.
- See attached November 2010 Membership Minutes for details.

Scholarship/Education Committee: (Mary Yager)

Reported:

- Board discussed that the chapter will not support Twisted Botz.
- Last year, the chapter awarded ten (10) \$2,500 and three (3) \$1,000 college scholarships. Mary Yager is sending out all of the renewal letters to all of last year's awardees. The scholarship program offers scholarships to students perusing a Bachelor of Science. We are taking out the "4 year" wording due to Engineering program lasting 5 years. All students submitting an application must submit by the deadline or they will not be eligible. The board discussed that we should move the GPA from the 3.3 cutoff to 3.4; therefore all applicants must have and maintain a GPA above 3.4. Mary Yager asked for a motion to change the GPA from 3.3 to 3.4. Penny Morgan made the motion and Palmer seconded with all in favor.
- See the attached November 2010 Education and Scholarship Report for details.

Small Business Committee: (Patti Hamilton)

Reported:

- Patti Hamilton has a potential Deputy for Small Business Committee.
- Patti Hamilton is meeting with ODU regarding the internship program on November 30, 2010.
- Delay further discussion on how to bring potential interns to the Small Businesses.
- See the attached November 2010 Small Business Report for details.

Young AFCEAN Civilian: (Penny Morgan)

Reported:

- Please review the Young AFCEAN Strategic plan.
- See the attached November 2010 Young AFCEAN report for details.

**Closing Comments:**

No comments.

The meeting adjourned at 1:42 PM.

The next AFCEA Hampton Roads Chapter Board of Directors meeting is scheduled for Tuesday, December 21, 2010 at 11:30 AM at the Town Point Club.