



Minutes of Hampton Roads AFCEA Chapter Executive Board

Date: October 21, 2008

The Executive Board of the Hampton Roads Chapter of AFCEA was called to order at 11:48 AM by Glenda Bluhm on Tuesday, October 21, 2008. The following members were in attendance:

President	Glenda Bluhm
Vice President:	Teresa Duvall
Secretary:	Mary Yager
Treasurer:	James Lee
Membership Committee	Al Broderick
Editor Newsletter:	Kathy O'Neill
Golf Committee:	Dave Johnson
Awards Committee:	Frank Kleen
Scholarship/Education Committee:	John Oakes
Small Business Committee:	Victoria Rickman
Chapter Webmaster	Darrel Purdy

Review and Approval Minutes

- Glenda Bluhm asked for a motion to approve the August 2008 minutes, as read and a motion was made, seconded, and passed.

President's Opening Comments (Bluhm): None

Treasurer: (James Lee)

Reported:

- Explained the new treasurer's report format and content in detail.
- Discussed issues with accounts including an unknown check, online registrations being held, and scholarship deposits. See attached treasurer's report for more details.
- **Action:** James Lee will track unknown check.
- **Action:** James Lee will follow up with PowerPay to ensure the Chapter receives the credit card payments.
- **Action:** James Lee will research and hold offline discussion regarding the online registration fees.
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- **Action:** Glenda Bluhm will follow up with International on the Chapter proceeds from the JWC.

- **Action:** Mary Yager will review last year's minutes to see if a final deposit of all golf proceeds were deposited into the Scholarship fund account.
- Glenda Bluhm asked for a motion to approve the October 2008 treasurer's report, as read, subject to future audit, and a motion was made, seconded, and passed.

OLD BUSINESS:

- Small Business (Victoria Rickman) –No discussion; Set Up Separate Meeting.
- Web Status (Darrel Purdy) – The new contract was emailed to everyone for their review. The new contract needs BOD approval. It is the same company, just a new name, T&M for 24 hours (2 per month plus an extra 6 hours). A motion was made, seconded, and passed unanimously. Changes to the web site do not require a BOD vote but the BOD will be updated on changes being made and the status of the web site. Changes that have been made to the web site are detailed in the attached memorandum.
- 2009 Strategic Business Plan (Mary Yager/Teresa Duvall) - Separate Meeting for Strategy Planning will be held Tuesday, 10/25/2008 at 4:00 PM. The Draft Strategic Plan will be sent out by COB Monday.
- Awards (Frank Kleen) - Frank Kleen had a turn-over meeting with Dasha Little. There will be a separate offline discussion regarding awards, due dates, etc.
- Insurance (James Lee) - Ken Bricker request; **Action:** James Lee will talk to Vince Shahayda about this and table for later meeting.
- State Status (James Lee) – **Action:** James Lee will discuss with Vince Shahayda.
- Corporate Tables for Small Businesses (Al Broderick) – **Action:** Al Broderick will draft a SB Corporate table announcement for the Newsletter; remaining discussions tabled for future meeting.
- FY08-09 Budget (James Lee) – **Action:** James Lee will finish the 2008-22009 Budget and prepare for discussion at a future meeting.
- Scholarship/Education Committee (John Oakes)
 - Science Teaching Tools Awards (STTAs) – To finalize the STTAs for this year, John Oakes will get a second receipt from one of the teachers and organize the receipts for equipment purchases for reimbursement.
 - Attempting to sign up a major corporation for science teaching award.
 - Scholarships – John Oakes needs to finalize changes to the letter and web site content. The deadline for scholarships will be early May 2009. There will be nine scholarships for \$2,500 each, for a total of \$22,500.

- Tidewater Science Fair – John Oakes has invited the Tidewater Science Congress Chairman to the November luncheon for a presentation of the \$1,000 Chapter donation.
- **Action:** John Oakes will transfer funds from the scholarship fund to the general fund to pay for the STTA awardees meals.
- **Action:** Glenda Bluhm will research Chapter initiatives grants from International to determine the requirements for getting grants. The chapter will probably have to have matching funds for any request.

OFFICER’S REPORTS:

President: (Glenda Bluhm) – Nothing additional to report

Vice President: (Teresa Duvall) – Nothing additional to report

Vice President for Military Affairs: (Capt Kathy Donovan)

Reported: Absent

- No report given

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

Reported:

- CAPT Urbon needs to be confirmed and we will start working on Spring/Summer 2009 speakers.
- See the attached updated Speaker’s List.

Secretary: (Mary Yager)

- Nothing additional to report

COMMITTEE REPORTS:

Publicity Committee: (Whit Ludington)

Reported: Absent

- Chapter input from the monthly luncheon was submitted to Signal on time.

Awards Committee: (Frank Kleem)

Reported:

- Covered under New Business; Nothing additional to report

Newsletter: (Kathy O’Neill)

Reported:

- Please ensure all inputs are received on time. It is critical that the BOD gets their Newsletter input to Kathy O’Neill on schedule so she can have time to get the Newsletter out in a timely manner.

Golf Committee: (Dave Johnson)

Reported:

- Initial planning meeting for Golf 09 scheduled for 1500, Monday, 27 Oct, at Don Kerrigan's office at CSC just west of Hayne's on Virginia Beach Blvd.

Membership Committee: (Al Broderick)

Reported:

- See the attached October 2008 Membership Memorandum for details

Scholarship/Education Committee: (John Oakes)

Reported:

- Covered under New Business; Nothing additional to report

Small Business Committee: (Victoria Rickman)

Reported: Absent

- See attached Small Business Plan for future discussions.

Young AFCEAN Civilian: (Russell Herrell)

Reported: Absent

- No report given

Historian: (Don Owen)

Reported: Absent

- No report given

NEW BUSINESS:

- Teacher or New Items to be discussed (Key Note at Luncheon) i.e., Robotics etc – Tabled until next meeting
- Committee meetings to be held separately from the BOD (Scholarship, etc) – Tabled to next meeting
- Budget submissions – should they be annual or fiscal year; tabled for discussion at a future meeting.
- Monthly Luncheon meal alternatives and quality; tabled for discussion at a future meeting.
- By-Laws – By-laws were voted on last year but international sent a copy of the original by-laws. Action item for Mary Yager to compare the new ones against the original ones and any changes that need to be made will be discussed; tabled for discussion at a future meeting.
- Email Requests – 9/18/2008 Request for approval of changing date of November luncheon from the second Tuesday to the third Tuesday because the second Tuesday is Veteran's Day. – Approved

Closing Comments:

The meeting adjourned at 1:10 PM.

The next AFCEA Hampton Roads Chapter Board of Directors meeting is scheduled for Tuesday, November 4, 2008 at 11:30 AM at the Town Point Club.