



American Society of Military Comptrollers

Southside Virginia Chapter
P.O. Box 5417
Fort Lee, Virginia 23801-0417

2021-2022 Southside Virginia ASMC

Executive Board and Committee Chair Meeting

Date: Thursday, September 1, 2022

Time: 1130 hrs

Location: MS TEAMS

Agenda: Monthly Executive Board and Committee Chairperson Meeting

Attendees: Nisha Dowdell (President), Steve Orth (President-Elect), Cathy Dale (Vice President DCMA; Community Service), Yoenid Gordon (Vice President DeCA; Newsletter/Publicity Chair; Webmaster), Shea McCullough (Vice President DLA), Simone Woodford (Vice President IMCOM), Lisa Headrick (Secretary), Mark Patterson (Membership Chair; Ways and Means Chair), and Wanda West (Programs Chair), Marina Goode (Charter Competition Chair), Shanna Burnett (Scholarships & Awards Chair)

Not in attendance were Monica Rakes (Treasurer), Jennifer Gephart (Mini-PDI Chair), and Vacant (Vice President CASCOM)

GENERAL AND NEW BUSINESS

- **Transition to New Board.** Yoenid Gordon will be installed at the next meeting.
- **ASMC Brochure.** Yoenid Gordon received quote of .25 per copy and .17 per copy for bulk purchase (appx. 200 copies) of brochures. The Board approved motion for bulk purchase with expected cost of \$34 since the brochure does not include dated material. The email version is also complete; however, Yoenid will need to see if she can get it in a format that can viewed when received by email. ***ACTION:** Yoenid will place an order for brochures and will submit for reimbursement.*
- **General Membership Meeting.** Nisha would like to schedule a general membership meeting to get more membership involvement. She would like to have monthly membership meetings that are in conjunction with training. ***ACTION:** The Board supported Shea's suggestion to compose a survey that will poll the membership on what they would like to see from the chapter. Yoenid will check if the survey can be put on the website where data will be collected. ACTION: Mark will look into the hosting an in-person chapter general membership meeting at the DeCA Headquarters building.*
- **Treasurer (Monica Rakes)** – Nisha created a new SAMs account for the Chapter. SAMs provided a letter that needs to be notarized and returned before we can begin receiving payments. The notarized letter is required to receive a pending payment from CASCOM's attendance at the Mini-PDI this past year; this will need to be completed by the end of the fiscal year. Nisha received placards for the Distinguished 5-Star Chapter, Distinguished Communications and Distinguished Community Service awards. She will work with Monica to get the placards placed on the plaque. The chapter has still not received payment \$1300 payment for NASCAR participation. ***ACTION:** Monica will with work Dee to determine honorary contributions for Mini-PDI speakers. The Board agreed to a \$20 donation for each of the presentations. ACTION: Nisha will look into updating the SAM site and reach out to Monica for assistance as needed. This was something done by the previous Treasurer.*

COMMITTEE CHAIRS

- **Chapter Competition** (Marina Goode) – The chapter has earned approximately 1520 points, most coming from communication. National ASMC rules for FY22-23 have not yet been published. Marina reminded the annual audit is due on 12 October. *ACTION: Yoenid will add a hyperlink on the chapter website that links to the National website for criteria/requirements for which the chapter is being evaluated. This will allow members to learn more on how they can contribute.*
- **Programs** (Wanda West) – Mr. Houston has agreed to present on the topic “The Function of the Military Pay Operations” on 22 September. Wanda will send the speaker name and time to Yoenid for the fall newsletter. *ACTION: Send email to members soliciting potential speakers and topics from Subject Matter Experts within their organizations to try and create a speaker schedule for the year.*
- **Community Service** (Cathy Dale) – Feed the Hungry will be held September 24th and she will work with Yoenid to create a flyer. Cathy asked that we further support the event by bringing water, crackers, rolls and snack cakes. Cathy will continue to look into other options for Community Service events.
- **Membership** (Mark Patterson) – No update provided.
- **Newsletter/Publicity/Webmaster** (Yoenid Gordon) – The fall newsletter should be ready for distribution tomorrow.
- **Scholarship and Awards** (Shanna Burnett) – No update provided.
- **Ways and Means** (Mark Patterson) – Mark reminded members to volunteer for the Octoberfest, 16-18 September. The flyer is almost ready for distribution and the link to register is on the chapter website.
 - Golf or Bowling Tournament. Shea McCullough is working with the Fort Lee Bowling Center on the ASMC Bowling Tournament. The Board agreed to plan for approximately 25 bowlers. The Board would like to limit promoting to ASMC organizations this year. If successful, we can open it up for base-wide participation next year. Shea will determine date and total cost and fees for the event and whether competition prizes will be included. Yoenid offered to do face painting at the event. Shea will target distribution of flyers for the event next week. *COMPLETE: Shea McCullough agreed to coordinate with the Ft. Lee Bowling Center on a Chapter-sponsored, Halloween-themed Bowling Tournament in October. Lisa will coordinate with someone for additional information on types of competition and prizes.*
 - Paint Party. Yoenid continues to work with the Three Notch’d Brewing Company to host a paint party. She will be on site at the Brewery tomorrow to try and firm up the event.
- **Education & Training, Mini-PDI** (Jennifer Gephardt) – *ACTION: Reserve the Lee Club for 16 March 2023 to host the Mini-PDI.*
- The meeting adjourned at 1231 hrs. The next meeting is scheduled for October 6, 2022.

Nisha Dowdell
Southside VA Chapter ASMC, President

Minutes were prepared by Lisa Headrick, Southside VA Chapter ASMC, Secretary