American Society of Military Comptrollers
Southside Virginia Chapter
P.O. Box 5417
Fort Lee, Virginia 23801-0417

2023-2024 Southside Virginia ASMC

Executive Board and Committee Chair Meeting

Date: Thursday, December 7, 2023   **Time:** 1130 hrs.

Location: MS TEAMS

Agenda: Monthly Executive Board and Committee Chairperson Meeting

Attendees: Nisha Dowdell (President), Michael Moyers (President-Elect), Lisa Headrick (Secretary; Vice President DCMA), Monica Rakes (Treasurer), Wanda West (Programs Chair), and Yoenid Gordon (Newsletter/Publicity Chair; Webmaster; Community Service Chair), Jennifer Goodson (Education & Training), and Shanna Burnett (Scholarships & Awards Chair).

Not in attendance: Megan Truong (Vice President CASCOM), Shea McCullough (Vice President DLA), Marina Goode (Vice President DeCA; Charter Competition Chair), Simone Woodford (Vice President IMCOM), and Mark Patterson (Membership Chair; Ways and Means Chair).

GENERAL AND NEW BUSINESS

- **ASMC Holiday Party.** The ASMC Holiday party scheduled for 12 December has 40 RSVPs. ASMC will provide complimentary appetizers and attendees can order from the full menu.

COMMITTEE CHAIRS

- Treasurer (Monica Rakes)
    - DFAS is still researching the approximately $2,000 payment from DCMA to ASMC for the FY23 Mini-PDI. Monica shared that she received a spam email from the chapter president requesting the balance of our account and trying to initiate a payment. She confirmed the email was not legitimate but wanted to warn other members.
- Chapter Competition (Marina Goode) – Not reported.
- Programs (Wanda West)
    - Nisha reported that Wanda created a TEAMS invite for the ASMC/AGA co-hosted January lunch and learn scheduled for 18 January 2024 from 1200-1300 hrs. She will send invites to registrants once the flyer is received from AGA and distributed to Vices.
    - The chapter decided to forego a program in February so the chapter can focus on preparing for the Mini-PDI in March.
    - Chris Hunter (DCMA) has agreed to do an Excel presentation in the April timeframe. Suggested topics include V-Look Up, Pivot Tables, and Create Tables within Pivot Tables.

- Newsletter/Publicity/Webmaster (Yoenid Gordon) – The winter edition of the chapter newsletter has been distributed.

- Scholarship and Awards (Shanna Burnett) - 2024 Nomination packages will be sent to High School Counselors in the 3rd week of January.

- Community Service (Yoenid Gordon)
  - The chapter maximized points earned for community service for the current fiscal year. We will continue to support community service activities, with food distribution scheduled for January at Chalkley Elementary.
  - April 2024: SOAR Camp beautification.

- Membership (Mark Patterson) – The Board/Committee agreed to host a picnic in the spring/summer timeframe for ASMC members. Suggested locations include the Hideaway at Fort Gregg-Adams. Yoenid will start the planning process.

- Ways and Means (Mark Patterson)
  - 30-31 March 2024: Spring NASCAR Race.
  - 10-11 August 2024: Fall NASCAR Race.

- Education & Training, Mini-PDI (Jennifer Goodson) – The Cvent registration platform is almost complete and ready to go live. They are still waiting for information on some of the speakers before the agenda portion of the Cvent platform is visible to applicants. Jennifer provided a demonstration of the Cvent platform that was designed for the event. Dr. Wilcoxon, DCMA Comptroller, expressed interest in conducting a live presentation to ASMC members sometime in the future. Lisa and Nisha agreed to look into Dr. Wilcoxon's request.

- In closing, Nisha echoed all the sentiments for the hard work of the Board/Committee with the Mini-PDI and trainings, newsletter, and all other normal business operations. She asked that everyone enjoy the holidays with friends and loved ones. The meeting adjourned at 1226 hrs. The next meeting is scheduled for January 4, 2024.

Nisha R. Dowdell
Nisha Dowdell
Southside VA Chapter ASMC, President

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