

**Executive Committee Meeting Minutes**  
**October 10, 2005**

**Attendees:**

**Executive Committee**

President - Mike Albano

<sup>1st</sup> Vice President - Nadya Drury

Secretary – Bridgette Dallmann

**Committee Chairs:**

Membership – Dale Hempel

Small Business – Jim Slagle

Programs – Nick Nicknadarvich

Small Business Mark McKim

**Other Attendees:**

Scott Dotson

Manny Bolchoz

Brandt Cosgrove

Matt Simmonds

**Secretary's Report** – None

**Treasurer's Report** – None

**Scholarship Chair**

1. Committee is experiencing difficulty in getting information from the last SC.
2. Need to award 1 more scholarship for gold status.
3. One has been awarded.
4. Possibly contact Hillsborough/Pinellas school districts for list of possible candidates.

**Action Items**

1. Email an update on grant status.

**Membership Chair**

1. Goal is 70% retainage
2. Increase membership by 5%, total membership will be 557 if attained.
3. As of January 1, 2005 Chapter membership was 538.
4. 28 memberships have expired, 53 additional memberships expire in Oct.

**Action Items**

1. Goal – Everyone is to bring a person to AFCEA.
2. Lunch Announcement – Bring a friend.
3. Post “Thank You” at Luncheon for corporate sponsorship.
4. Identify a “Thank You” gift for renewing membership.

5. Scott and Dale to try and manipulate membership data.
6. Possible lottery for new membership.
7. Establish a Tiger Team to increase membership.

### **Programs**

1. Possible speakers include: Lt. General Shea, Drew Dyer, Lt. Col. Steve Hubbell, SES4 Dell Filippi, James Bradley.

### **Action Items**

1. Nick to email list of possible candidates.
2. All members to submit 3 names for possible guest speakers, run dates by Mike.
3. Nick to speak with Maureen Fuller regarding processes.
4. All members to send Nick an email with comments, criticism, and recommendations.

### **Publicity**

1. Young AFCEANs

### **Action Items**

1. Jason to come up with recruiting plan.

### **Awards**

1. AFCEA diversity program award.

### **Action Items**

1. How to determine the AFCEAN of the month award. Should it be monthly?

### **Additional Action Items**

1. Remove Alyson Horn from email list.
2. ICE corporate sponsorship place card.

### **Last Meeting Notes Review Action Items.**

### **1. Committee Position Assignments:**

1. Review the website and position description of all Executive Positions and determine individual responsibilities.

### **2. Committee Member Responsibilities and New Assignments**

1. Scholarship: Manny Bolchoz
2. Awards: Scott Dotson
3. Technet:
  - a. Military Leadership buy-in, C4I Leadership
  - b. Brief the J-6, General Dubya and General Lawrence
4. All committees:
  - a. Interface with Young AFCEAN/Uniformed Personnel
  - b. Assign co-chairs for each committee (announce the need for volunteers/co-chairs at the meetings).
  - c. Have the volunteer forms at each meeting.
  - d. Nick Nicknadarvich (possible co-chair for Membership Committee.

### **Action Items:**

1. Action for Mike and Billy to recruit and educate the 06 and above military community
2. Dale to send email requesting volunteers.
3. All committee members must review the AFCEA Handbook and the Constitution.

### **3. Executive Committee Mailing List**

#### **Action Items:**

1. Add Lt. Johns and Nick Nicknadarvich to the mailing list.
2. Delete anyone who no longer needs to be copied.

### **4. Model Chapter Goals**

1. Retain 70% of chapter individual memberships for 2005.
  - a. Recruit industry.
  - b. Transfer uniformed memberships to our Chapter.
  - c. Membership drive in Oct. 05.
  - d. Dale to speak with Shawn McGowen for membership support.
2. Increase total membership by 5%
  - a. Corporate sponsorship – each company should nominate 2 staff members.
3. Young AFCEAN Program
  - a. \$1000 funded for 1 year.
  - b. Pull membership from Industry and Uniformed Government.
4. Young AFCEAN International event participation.
5. Science Teacher Grants.

#### **Action Items:**

1. Membership Campaign Drive Oct 05 – Dale
2. New Young AFCEAN recruitment, 30 days to meet goals. All EC members.

3. Plan of Action for Older Young AFCEANs – All EC members.
4. Budget for Young AFCEAN International events. Determine who will go and which events will be attended.
5. Demonstrate how we are going to award the grant. Marc Arrendale. Marc to speak with prior scholarship chairs Lisa and Natalie.
6. Develop draft goals now, completed goals due by Dec. meeting. Vote on goals in Jan.

## **5. Chapter Constitution**

1. 30-60 days to amend the constitution and full membership vote.

## **6. AFCEA Mission**

### **Action Items:**

1. Develop goals based on Mission (Jan 06)
2. Promote professional development by sponsoring a course in Tampa.
3. Develop Mission Statement for our Chapter – Hugh Campbell

## **7. Web Site Responsibilities**

1. Carl – Corporate
2. Programs – Hugh
3. Membership – Dale
4. Scholarship – Marc
5. Awards – Hogan
6. Young AFCEANs – Lt. Zymboly
7. Minutes – Bridgette
8. Publicity – Nadya
9. Constitution – All
10. History – Mike
11. Mission – All
12. Officers – Bridgette

## **8. Installation of Officers**

1. Formal installation of new officers at the next Executive Committee meeting.

## **Treasurer's Report presented by Carl Bass**

1. Average meal cost is \$10.00 – Carl to provide the report again at the next meeting.
2. Budget for 2006 – Carl will present the budget at the Nov. EC meeting.
3. Cash on hand as of Aug. 1, 2005, \$67,525.00.
4. Currently we have 4 accounts. Carl is working to consolidate accounts to 2 or 3.
5. Carl, Jim and Mike to review the books.

## **General Action Items:**

1. Diversity Award – Dale to gather statistics.
2. Billy to get winning submissions of prior awardees.
3. Rotate corporations at the head table.
4. Hugh and Dale to determine the RSVP process and present at the next meeting.

### **Working Groups**

1. Publicity Working Group to determine the feasibility of newsletters (Nadya).
2. Corporate Membership Working Group to help manage membership. (Carl, Mike and Jim).

### **Items for discussion:**

1. Giving money back to AFCEA International Education Foundation – Defer until next meeting.
2. Will we have a Holiday Event?
  - a. Toys for Tots?
  - b. Small gift from AFCEA?
  - c. Standing Room Only?
  - d. Picnic?

### **Votes Taken:**

1. Separate Mission Statement from AFCEA International  
6 No  
4 Yes
2. Set up corporate table all the time if the corporation is current with their payments.  
Unanimous yes.
3. All tables to be set up until Carl updates delinquent payments.  
Unanimous yes.