

FHCEIAA Board Meeting Minutes

8 Sep 2015

1. **Members Present:** COL Mark Harris, CDR Aaron Middlekauff, Dr. Janet Southby and CAPT (ret) Gayle Dolecek.
2. **Upcoming Institutes for 2016:**
 - a. Spring 2016: April 18th – April 29th
 - b. Fall 2016: Sept. 12th – Sept. 23rd
3. **Current finances:** \$278.04 in the BB&T Checking account and \$175,447.19 in the Vanguard Mutual fund account.
4. **Review of Board meeting minutes:** Approval with no modifications as posted.
5. **Director's Report:** Dr. Richard Southby (email). Dr. Janet Southby attended via phone and stated the last day of the upcoming FHCEII will be conducted at the Key Bridge Marriott in Rosslyn as the POTUS will be attending a ceremony at Joint Base Myer-Henderson Hall thus causing some significant security and access limitations.
6. **Financial Report and audit discussion:** Decision was made to have 2 FHCEII Alumni Association officers perform an annual audit and consider having an outside audit conducted every 5 years. This proposal did not contradict the bylaws.
7. **By-Law Update:** COL Harris. Preference was noted to maintain only one website. CAPT (ret) Dolecek updates membership on the .ORG website. 8 May last update of .ORG website and 4 Dec was the last .NET update. Scholarship reference was posted.
8. **Annual Business Meeting:** AMSUS, Thursday, 3 Dec 2014. San Antonio.
<https://amsus15.registerat.com/Home.aspx>
 - a. AMSUS e-mailed and stated that the meeting registration is open but the breakfast is not included and noted there was a cost referenced to program their site. COL Harris will push internally as well as reaching out to AMSUS. Preference was noted to have updated website information ready prior to 14 Sep. Referenced pushing business meeting to the .NET website.
 - b. CAPT (ret) Dolecek will begin sending emails to members alerting them to the annual meeting.
 - c. COL Harris will contact AMSUS to inquire if the FHCEII can be added to their website for the meeting at no or little cost.
 - d. COL Harris will contact several members regarding who may be able to attend and run the annual meeting.
9. **Annual Scholarship Application:** review of 2 applications for 2015 (Adriana Conde and Tara Labovich). Discussion ensued and board awarded Ms. Adriana Conde \$1500 and Ms. Tara Labovich \$1000. CAPT (ret) Dolecek will sell enough shares of Vanguard to pay for the scholarships.

10. **DSA Recipient:** Invite to IAI Dinner, 24 Sept: COL Harris. Consider nominations for 2016. Discussion regarding recommendation of RADM Boris Lushniak, USPHS. CDR Middlekauff will obtain his current contact information as his retirement was conducted 3 Sep 2015.

11. **Future board membership:** specific officer roles and general board members. FHCEIAA is always looking forward to future officer board members willing to serve.

12. **Website update:** COL Harris requested that officers submit material to be considered for posting to the .NET website. The additional website by COL Harris (FHCEIAA.NET) will be added to the letter that new members receive alerting them to both websites. For the immediate future we will continue with both websites and evaluate the sites for future determination. Officers will continue to try and provide CDR Middlekauff with bios of former recipients of the Distinguished Service Award.

13. **Open agenda items** – snacks for attendees. Unfortunately no longer possible due to law. Possible to fund by Institute. Projected to run ~\$400 and would be a goodwill offering. Saving >~\$1000 on Institute mailings. The Board motioned and approved funding the Interagency Institutes for snack food for the Institute attendees up to the amount of \$500/Institute.

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Location – AMSUS Headquarters

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