

FHCEIAA Board Meeting Minutes

28 Jul 2016

1. **Members Present:** CDR Aaron Middlekauff, Drs. Richard & Janet Southby and CAPT (ret) Gayle Dolecek.
2. **Upcoming Institutes for 2016:**
Fall 2016: 12-23 Sep 2016//Dinner being held on 21 Sep 2016
3. **Current finances:** \$9216.26 at the end of June 2016 in the BB&T Checking account and \$176,918.52 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). The FHCEII will be permanently held at USUHS. The board discussed the need for social function to be in that neighborhood due to travel limitations. There was discussion to possibly hold on base, but is also good to get away from the class location around Bethesda. USUHS did approve one full-time contract appointment between Richard and Janet. A second is still going through the USUHS system and needs approval by the Board of Regents which will occur sometime in Aug 2016. Janet's position is currently advertised and she has applied. Richard stated that we will fortunately continue to work with Delta Dental with the intent of continuing this contract. He also suggested reaching out to Tom Thomas, President of USUHS as a possibility to come and speak.

Previously the board had approved to spend \$500 for participants refreshments, unfortunately coffee is more expensive than projected and availability closes Friday afternoons and ran slightly over the projected \$500 budget. The board approved unanimously to increase to \$600.

6. **Financial Report and audit discussion:** An audit will be conducted at the end of this year. Income tax papers were filed for 2015.
7. **By-Law Update:** The board discussed and decided to continue updating and maintaining only one of the FHCEII websites to be maintained as a central repository as well as lessen confusion for utilization. CDR Middlekauff will create a FHCEII Facebook page by the Sep 2016 FHCEII class and Janet has shared a class list to CAPT Adriano to create a milSuite site as previously discussed.
8. **Annual Business Meeting:** AMSUS, Thursday, 1 Dec 2016. Gaylord Hotel in Washington, DC.
<https://amsus15.registerat.com/Home.aspx>
 - a. The board approved subsidizing the cost of the breakfast in order for members to receive a continental breakfast for \$25 at the Gaylord.
 - b. CAPT (ret) Dolecek will begin sending emails to members alerting them to the annual meeting.
 - c. CDR Middlekauff will contact AMSUS to inquire if the FHCEII can be added to their website for the meeting at no or little cost.
9. **Annual Scholarship Application:** The due date for scholarships applications has been extended to the end of August. Gayle will push out an e-mail announcement.

10. **DSA Recipient:** A recommendation and approval of CDR Ian Torrie, RCMS – Canadian Embassy was made. He will be retiring and has institutionalized a day at the embassy for FHCEII participants. We will present award at AMSUS breakfast.

11. **Future board membership:** There was discussion regarding reaching out to a few officers that have expressed interest in becoming more active with the FHCEII. This will occur prior to Sep 2016 in order to confirm these officers by the FHCEII business meeting in Dec 2016.

12. **Open agenda items** – Creation of social media sites already addressed above.

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